



**United Nations Department of Public Information
YEREVAN OFFICE**

**Internship Announcement
TERMS OF REFERENCE**

RESPONSIBILITY: Library work

DURATION: Three months with a maximum period of up to six months

LOCATION: UNDPI Office, UN House, Yerevan, Armenia.

CLOSING DATE: 20 September 2014

STARTING DATE: 1 October 2014

BACKGROUND INFORMATION: The United Nations Department of Public Information (UNDPI) is the public voice of the UN and the principal source of information about the United Nations system. It promotes global awareness and greater understanding of the work of the UN, using various communication tools such as publications, mass media, website and social media and through different means of outreach. More information about UN DPI activities is available at www.un.am and www.un.am/en/UNDPI.

The incumbent should :

- (a) either be enrolled in a Master's level programme,
- (b) or be enrolled in the final academic year of Bachelor's level programme,
- (c) or have just graduated a Bachelor's or Master's level (diploma required).

DPI interns are not financially remunerated and are expected to work on a full-time basis under the general supervision of the UNDPI Officer-in-Charge with daily supervision from DPI staff. Special cases (staggered working hours, compressed work schedule, work away from the office) can be negotiated after selection.

PURPOSE OF INTERNSHIP:

- (a) To provide a framework by which students from diverse academic backgrounds gain exposure to the United Nations Department of Public Information in order to enhance their educational experience and gain practice in the work of the Organization;
- (b) and to provide UN DPI Yerevan Office with the assistance of qualified students specialized in various professional fields.

DUTIES and RESPONSIBILITIES:

- assist the librarian to sort out the books and new acquisitions in the Reference Library and in the storage;
- work with the off-line catalogue of the Reference Library;
- contribute to the work of the Virtual Library;
- support to the work of the photo and video archives;
- help maintaining contacts with UN Depositories and UN Corners.

ADMINISTRATIVE AND LOGISTICAL SUPPORT:

- support the UN DPI office in organizing meetings, press events, and other activities;
- provide administrative support to the UN DPI staff;

- undertake any other relevant tasks when necessary.

QUALIFICATIONS AND COMPETENCIES REQUIRED:

- basic knowledge about United Nations, its global and national agenda;
- enrollment or graduation from a Department of Library and Information Science, Mass Communication or other relevant specialization;
- good knowledge of Armenian and English, knowledge of Russian is an advantage;
- strong computer literacy and proficiency in MS Office (MS Word, Excel, etc.);
- any experience with filing and library work is a great asset.

MANDATORY SKILLS:

- demonstration of initiative, tact and high sense of responsibility and discretion;
- capability to work in a team;
- ability to meet deadlines, prioritize and maintain a flexible schedule;
- personal responsibility, accuracy and punctuality;
- ability to work under pressure;
- respect to gender and cultural diversity.

APPLICATION PACKAGES CONTAINING —

1. a motivation letter,
2. a curriculum Vitae (CV),
3. a letter from the educational institution mentioning the year of the enrollment,
5. a copy of the diploma if the applicant is a graduate.

should be sent to uno.yerevan@unic.org by the closing date mentioned.

Applications after the closing date will not be accepted. Only short-listed candidates will be contacted.

Former UNDPI interns should restrain from applying to give chance to others as well. They will not be accepted for a second term.