

UNOPS helps its partners in the United Nations system meet the world's needs for building peace, recovering from disaster, and creating sustainable development. UNOPS is known for its ability to implement complex projects in all types of environments around the globe. In an effort to promote organizational excellence, UNOPS seeks highly qualified individuals for the following position:

### **Vacancy Details**

---

<b>Vacancy Code</b>	<b>VA/2012/OPG-CU-WebsiteAssistant/16-01(extension of deadline)</b>
<b>Post Title</b>	<b>Website Assistant – unpaid intern</b>
<b>Post Level</b>	<b>Internship</b>
<b>Duty Station</b>	<b>Copenhagen, Denmark</b>
<b>Duration</b>	<b>Six months</b>
<b>Closing Date</b>	<b>27 February 2012</b>

### **Benefits of working at UNOPS**

---

“UNOPS plays a critical role in providing management services for our life-saving, peacebuilding, humanitarian and development operations. I have seen many examples of how these activities help suffering people in troubled parts of the world. UNOPS is setting countries on course to a more stable future by helping them to build roads, schools and clinics, to remove landmines, to prepare for democratic elections and much else besides.”

*Ban Ki-moon, United Nations Secretary General 25 May 2009.*

UNOPS personnel work in a constantly challenging, dynamic and exciting environment. UNOPS employs almost 6,000 personnel annually and on behalf of its partners creates thousands more work opportunities in local communities. With its headquarters in Copenhagen, Denmark, a network of five regional offices and a further 20 operations and project centres, UNOPS oversees activities in more than 80 countries.

**For more information on working at UNOPS please see here:**

<http://www.unops.org/english/whoweneed/working-at-UNOPS/Pages/intro2.aspx>

**For information about all aspect of UNOPS, please see here:** [www.unops.org](http://www.unops.org)

### **Background**

---

#### **Responsibilities of the role:**

The intern will work in the Communications Unit under the direct, overall supervision of the Head of Communications and will assist with online communications. Specific intern responsibilities include, but are not limited to:

- Assisting with editing and creating content on the UNOPS website
- Identification of suitable information to appear on the UNOPS website, as well as gaps in existing content
- Securing and posting graphics/images and videos when appropriate for inclusion with content. Ensuring that the images and videos are appropriately tagged

- Formatting materials in Adobe CS4 InDesign, Illustrator, Photoshop, Word and PowerPoint.
- Liaising with regional and country office focal points and project managers to secure information and images for website content as necessary
- Identifying web translation needs on an ongoing basis and liaising with translators
- Adjusting information architecture of the website and improving user experience
- Liaising with the technical team for maintenance of the website
- Monitoring of media and internet coverage of the organization.
- General administration
- Reporting to and performing other duties as required by the

### **Requirements for Applicants:**

- University degree or significant course work. The completion of specialized studies in communications (Media studies, digital communications, international relations is preferred).
- Applicants must be fluent in English and be able to write clearly and concisely in the language. Knowledge of either French or Spanish is mandatory
- Excellent organizational skills, attention to detail, ability to meet deadlines and analytical and information technology skills
- Prior experience with and knowledge of website content management systems. Some understanding of html coding.
- Skills with Microsoft office and knowledge of Adobe Photoshop, Illustrator and InDesign or other design formats;

### **Education/Experience/Language:**

Essential: English and working knowledge of Spanish/French

### **How to Apply**

---

Qualified candidates may submit their application, including a letter of interest, complete Curriculum Vitae and an updated United Nations Personal History Form (P11) via email to the Communications Unit, [cu.vacancies@unops.org](mailto:cu.vacancies@unops.org). Please indicate the vacancy number and the post title in the subject line when applying by email.

### **Additional Considerations**

---

- The successful incumbent will be offered an internship agreement. For more information on UNOPS internships, please visit: <http://www.unops.org/UNOPS/Employment/Internships>
- Interns at UNOPS do not receive any remuneration. As such, interns are responsible for all costs associated with the internship, including but not limited to costs for insurance coverage, travel and accommodation.
- Interns are responsible for arranging their own travel and securing any necessary visas.
- Start date: February (with more slots coming up in 2012)
- Flexible and/or reduced working schedules may be arranged.

For more information on UNOPS, please visit the UNOPS website at [www.unops.org](http://www.unops.org)