

# Intern for UN Global Compact

**Location :** Pretoria, SOUTH AFRICA  
**Application Deadline :** 20-Sep-19 (**Midnight New York, USA**)  
**Time left :** 13d 17h 15m  
**Type of Contract :** Internship  
**Post Level :** Intern  
**Languages Required :** English  
**Duration of Initial Contract :** 3-6 Months

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## Background

The United Nations Global Compact (UNGC) is the world's largest corporate sustainability initiative with over 9,500 participating companies in 163 countries, and 67 Local Networks around the world. The UNGC works with leading companies and experts to create new innovative best practice and guidance to drive the change required to meet the SDGs.

As part of its strategy to create a global movement of sustainable businesses contributing to the world we want, the Global Compact has expanded its reach with the establishment of a Regional Hub in Africa, based in Pretoria, South Africa, and hosted by the Resident Coordinator of the United Nations in South Africa. Covering the 10 Local Networks in the Africa region, the Africa Hub will serve as a platform to coordinate the development and implementation of Global Compact programmes and projects in the Africa region in collaboration with UNGC HQ, UN country teams and other key stakeholders on the ground. The Hub will also work to facilitate stronger collaboration and partnerships between Global Compact Local Networks and UN country teams in Africa and support country team offices of UN organizations across the Africa region in engaging strategically with the private sector.

The team at the Regional Hub for Africa is looking for a competent intern who will support the Africa Hub and the UNGC's operations in Africa. Interns will gain first-hand knowledge and experience of both the communications and community engagement functions of an international organization and an understanding of the unique considerations of corporate social responsibility in Africa.

## Duties and Responsibilities

Under the supervision of the Regional Manager for Africa, the intern shall perform, inter alia, the following tasks:

### Research, Policy Analysis and Knowledge Management:

- Supporting day-to-day operations, including ongoing communications and coordination with Global Compact Networks in Africa
- Supporting the preparation of special events for Global Compact Networks in Africa, such as the Annual Local Network Forum, regional meetings, and Making Global Goals Local Business events
- Supporting the collection and maintenance of organizational data for publications and events from Local Networks in Africa
- Supporting the maintenance of Local Network quality standards and good governance, such as the preparation of Regional Network Council meeting agendas, presentations, and quarterly communications
- Supporting the design and implementation of Global Compact programmes and initiatives in Africa, such as drafting concept notes, presentations and meeting agendas

The more specific focus will be decided in consultation with the intern considering his/her skills development interests.

## Competencies

### Corporate Competencies:

- Demonstrates integrity by modeling the UN's values and ethical standards;
- Demonstrates openness to change and ability to receive / integrate feedback;
- Works collaboratively with team members by sharing information openly and displaying cultural awareness and sensitivity;
- Establishes, builds and sustains effective relationships within the work unit and with internal and external partners;
- Positive and results-oriented attitude.

### Technical/Functional Competencies/Skills:

- Interest and motivation in working in an international organization;
- Good analytical skills in gathering and consolidating data and research for practical implementation;
- Outgoing and initiative-taking person with a goal-oriented mind-set;
- Communicates effectively when working in teams and independently;
- Good in organizing and structuring various tasks and responsibilities;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Responds positively to feedback and differing points of view;
- Consistently approaches work with energy and a positive, constructive attitude.
- Experience with Google Suite and Microsoft Office is required; HTML coding experience is a plus
- Computer literate in standard software applications;

## Required Skills and Experience

### Education:

- Currently in the final year of a Bachelor's degree (e.g. an area related to international development, social sciences, economics or law); or
- Currently enrolled in a Master's degree; or
- have graduated no longer than 1 year ago from a master's degree or equivalent studies.

### Experience:

- Understanding of corporate sustainability and private sector development in Africa;
- Africa experience or know-how is beneficial;
- Computer literate in standard software applications;
- Demonstrated keen interest in the work of the UN, and have a personal commitment to the ideals of the Charter; and
- Demonstrated ability to successfully interact with individuals of different cultural backgrounds and beliefs, which include willingness to try and understand and be tolerant of differing opinions and views.

### Language:

- Proficiency in English is required;
- Proficiency in French is desirable, knowledge of other common languages in Africa (Portuguese, Arabic, Swahili) would be an asset.

### Intern requirements:

- Applicants should indicate which months they are available part- and/or full time and when they complete their studies;
- UNDP internships are not remunerated. All expenses connected with the internship will be borne by the intern or her/his sponsoring entity;
- UNDP accepts no responsibility for costs arising from accidents and/or illness or death incurred during the internship;
- Interns are responsible for obtaining necessary visas and arranging travel to and from the duty station where the internship will be performed;
- Interns are not eligible to apply for, or be appointed to, any post in the UN during the period of the internship;
- Interns must provide proof of enrollment in health insurance plan;
- Interns are not staff members and may not represent the UN in any official capacity;
- Interns are expected to work full time but flexibility is allowed for education programmes;
- Interns need to obtain financing for subsistence and make own arrangements for internship, travel, VISA, accommodation, etc.
- Only those students who will return to their studies upon completion of their internship assignments are eligible.

**UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture.**

**Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.**

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**UNDP does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment, and discrimination. All selected candidates will, therefore, undergo rigorous reference and background checks.**