

TERMS OF REFERENCE

ILO Office for the United Nations – Internship Programme



International
Labour Office

INTERNSHIP #: IN-ILONY

POSITION: External Relations and Communications

LOCATION: ILO Office for the United Nations, New York, USA

TIMEFRAME: Subject to availability

SUPERVISOR: The Programme Intern will work under the direct supervision and in close collaboration with the Programme Officers and under the general guidance of the office Director.

STIPEND: Monthly stipend to be provided

DESCRIPTION:

The International Labour Organization (ILO) is a specialized agency of the United Nations devoted to promoting social justice and internationally recognized human and labour rights, pursuing its founding mission that social justice is essential to universal and lasting peace. Only tripartite U.N. agency, the ILO brings together governments, employers and workers representatives to set labour standards, develop policies and devise programmes promoting decent work for all women and men. The ILO's Decent Work agenda helps advance the economic and working conditions that give all workers, employers and governments a stake in lasting peace, prosperity and progress.

The intern will carry out full-time tasks in the ILO-NY Office. Duties will include:

- Assist with on-going review of UN agreed language on key ILO issues that are reflected in the resolutions, outcome documents and agreed conclusions from the General Assembly, ECOSOC and the various on key Committees and major conferences;
- Attend meetings and events, as assigned by immediate supervisor, to stay current on issues and actions that are relevant to the ILO's mandate and provide clear and concise briefs of meetings and suggested actions;
- Undertake research on key issues for the production of statements and Talking Points for UN meetings;
- Assist in the development, planning and implementation of events and activities at the United Nations including producing event fliers, develop social media content, and advise on outreach plans;
- Provide communications support to meetings and initiatives to ensure that relevant ILO materials are available and delivered to these events for distribution to participants;
- Assist in the development and/or sourcing of materials as well as its distribution to key delegates from the Permanent Missions to enhance their understanding and knowledge of ILO activities on relevant development issues;
- Support in organising and implementing technical briefings and outreach activities for delegates of the Permanent Missions on key issues arising from the UN General Assembly;
- Assist in keeping ILO officials in headquarters and in field offices abreast of developments at the UN, particularly major developments regarding the SDGs;
- Assist in information gathering and developing of content for uploading to the ILONY's web site;

EXPECTED OUTPUTS:

The activities above should result in better overall awareness of the ILO's work and the Decent Work Agenda in the context of the UN system and enable the intern to make tangible suggestions on the improvement of ILO outreach activities.

SKILLS AND QUALIFICATIONS:

- Strong communication and interpersonal skills;
- Ability to work in a multicultural environment;
- Initiative, creativity, and flexibility;
- Fluency in English, both oral and written, is requisite. Knowledge of a second official UN language is encouraged;
- Factual, clear and informative writing skills;
- Ability to work under pressure, and as part of a team comprised of people from diverse national and cultural backgrounds;

EDUCATION:

Interns should hold or be currently enrolled in a Masters' degree programme , including but not limited to, international studies, economics, development studies, political science, law, business, journalism, policy analysis and other relevant studies. This internship assignment follows the rules and policies for internships that are consistent with the ILO's Headquarters internship programme.

CONDITIONS OF INTERSHIPS

- The cost of travel, insurance and accommodation as well as living expenses, are the responsibility of interns or their sponsoring institutions.
- Interns are responsible for making their own travel arrangements and for obtaining the necessary passport and visa or other documents for entering the U.S.
- Interns are responsible for arranging their own accommodation.
- ILO does not accept responsibility for costs arising from accidents and/or illness incurred during an internship.
- Interns are responsible for procuring and maintaining their own insurance coverage for illness and accidents while they are working at the ILO and a copy of documentation attesting to such insurance coverage should be provided to HRD by each intern on their first day of internship.

APPLICATION PROCEDURE

Applicants will be required to provide an updated resume and a letter of introduction that addresses the following issues: how you found out about the internship; what interests you most about working for the ILO at the United Nations; what you believe you can contribute, and; what your career objectives are over the next 5 years. Please limit your reply to 1 ½ pages of typed text.

All applications, which include a resume and letter of introduction, should be sent to Internship Coordinator at the ILO Office for the United Nations at newyork@ilo.org

Applicants will be reviewed on a rolling basis so please respond early in order to allow adequate time for process and review. Due to the volume of applications received, only shortlisted applicants will be contacted. Virtual or in-person interviews will be set-up for short-listed candidates.