



To non-Japanese applicants

United Nations Information Centre (UNIC) Tokyo provides an internship programme that exposes young people to the work of the United Nations and provides opportunities to participate in the day-to-day activities of UNIC to help promote greater public awareness, knowledge and understanding in Japan of the United Nations.

We look forward to receiving applications from young people with enthusiasm and commitment.

Responsibilities

- Assist in the planning and implementation of events and campaigns
- Conduct research and writing assignments for outreach activities
- Assist in media analysis by monitoring various newspapers and preparing clippings of key articles
- Assist in corresponding to incoming inquiries by telephone and e-mail

Eligibility

- Undergraduate/graduate students, young professionals
(Those currently enrolled in or have graduated from a Master's/PhD programme will likely be given preference)
- Applicants with proven interest and enthusiasm in international issues and public relations
- Languages: As the working languages of UNIC Tokyo are Japanese and English, native or near-native proficiency in English is required and knowledge of Japanese is highly desirable. Knowledge of other official languages of the United Nations is an asset.

Conditions

- **Duration:** The Programme lasts for at least three months and can be extended up to six months.
- **Working hours:** Monday to Friday, 9:30– 17:30 (full-time preferred)
- **Cost:** United Nations interns are not paid. All costs related to travel, insurance, accommodation, and living expenses must be borne by either the interns or their sponsoring institutions.
- **Visa:** Interns are responsible for obtaining and financing the necessary visas.
- **Travel:** Interns arrange and finance their travel to the United Nations location where you will be an intern.
- **Medical insurance:** Interns are responsible for costs arising from accidents and/or illness incurred during the internship and must show proof of valid medical insurance coverage.
- **Confidentiality:** Interns must be discreet and keep confidential any and all unpublished information obtained during the course of the internship and may not publish any documents based on such information.
- **Academic Credit:** Interns may receive academic credit from your institution of higher education for the internship. Check with your university to confirm its academic credit policy for internships.



Application procedure

Applicants are required to submit the following documents in English by e-mail or post, two to five months prior to the intended starting date of the internship (depending on the time period, vacancies may be filled early). It is highly preferred that documents are submitted in both English and Japanese.

Document screening

Required documents:

- UNIC Tokyo Internship Application Form with photo attached.
- Short letter of motivation no longer than one page to outline the applicant's academic and professional background relevant to this programme, areas of interest, motivation for pursuing an internship at UNIC Tokyo and future career goals.

Submission by e-mail: intern.unictokyo@unic.org

Submission by post: United Nations Information Centre (UNIC) Tokyo, UNU Bldg. 8F
53-70 Jingumae 5-chome, Shibuya-ku, Tokyo 150-0001 JAPAN

The receipt of all applications will be confirmed by UNIC Tokyo via e-mail.

UNIC Tokyo does not return submitted application documents.



Examination and interview

Applicants who have passed the document screening process will be invited for an examination and an interview, which may take place either at UNIC Tokyo office or via Skype. UNIC Tokyo cannot provide information about the content of the examination and interview.

We look forward to working with you!



<https://www.facebook.com/UN.Japan>

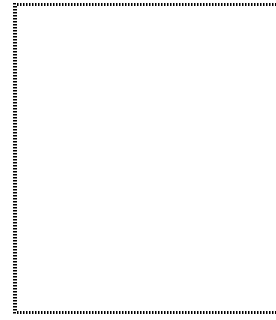
United Nations Information Centre (UNIC) Tokyo

Address: UNU Bldg. 8F, 5-53-70 Jingu-mae, Shibuya-ku, Tokyo, 150-0001 JAPAN / Tel:+81-3-5467-4451 / Fax:+81-3-5467-4455

intern.unictokyo@unic.org / <http://www.unic.or.jp>

Application Form

Date:



Name

Tel:	Mobile:
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E-mail:	Date of Birth:
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Address

Address

Education

Work Experience

Skills Profile (eg. Computer/Language Skills, Qualifications/Test Scores)

Hobbies and Interests

Motivations/Reasons for Applying

Availability/Desired Term of Internship

Other

年	月	学歴・職歴

年	月	免許・資格

語学能力
 TOEFLスコア (点) TOEICスコア (点)

コンピュータースキル

趣味・特技

志望理由

希望期間

その他