



UNIC Tokyo

Internship Programme

Guidelines

WELCOME TO OUR TEAM!



Voices from our past interns



Interns greet Secretary-General António Guterres (centre-right) during his 2018 visit to Tokyo.

"I feel my dream of working at the UN is becoming a closer reality."

"Working with people of different backgrounds and expertise was an invaluable experience."



Two interns interview Under-Secretary-General and High Representative for Disarmament Affairs Izumi Nakamitsu (left).



Head of UNMISS Bentiu Field Office Hiroko Hirahara (left), UNMISS Chief of Staff Paul Egunsola (centre), Mission Planning Officer Naoki Ishikawa (right), and interns at UNIC Tokyo.



An intern briefs a group of school students on their visit to UNIC Tokyo.



Two interns work collaboratively on a new project.



Interns pose with the winner of the first SDG Photo Contest (2016), Nicolás Monteverde Bustamante.



Interns assist with AV set-up before a meeting with representatives of various UN offices in Japan.

"Through interning at UNIC, I have learned how to disseminate information to the Japanese public with accuracy and concision."

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.

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)
- ◆ As the working languages of UNIC Tokyo are Japanese and English, **native or near-native proficiency in both Japanese and English is required**
Knowledge of other official languages of the United Nations is an asset
- ◆ Applicants with proven interest and enthusiasm in international issues and public relations
- ◆ System engineers and web designers are also welcome

Reasons for applying

- ◆ To gain more insight on the workings of the UN
- ◆ In order to develop solid knowledge and skills required to work in the field of journalism and communications
- ◆ To serve as a bridge between Japan and the international community in the future

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
- ◆ **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 both Japanese and 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).

◆ **Required documents (4):**

- UNIC Tokyo Internship Application Forms **in Japanese and English** with photos attached (5-8 pages).
- Short letters of motivation **in Japanese and English** 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 online examination, after which they may be invited for an interview. The interview may take place at the UNIC Tokyo office or via Skype.

UNIC Tokyo cannot provide information about the content of the examination and interview.

履歴書 年 月 日現在

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写真添付

ふりがな 氏名

年 月 日生 (満 歳)	男・女
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ふりがな
現住所 〒

電話(自宅)

E-mail

ふりがな
連絡先 〒

携帯電話

[illegible]

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)
IELTSスコア (点)	

コンピュータースキル

趣味・特技

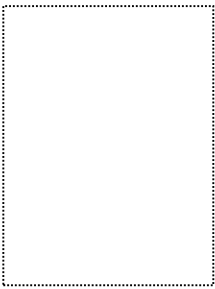
志望理由

希望期間

その他

Resume

DATE: / /



NAME	
TEL:	MOBILE:
E-MAIL:	DATE OF BIRTH: / /
ADDRESS 〒	
ADDRESS 〒	

EDUCATION & QUALIFICATIONS

WORK HISTORY

SKILLS PROFILE

• Computer Skills

• Language Ability

TOEFL score ()

TOEIC score ()

IELTS score ()

INTERESTS and ACHIEVEMENTS

APPLYING REASON

APPLYING TERM

OTHER