



# **UNIC Tokyo Internship Programme Guidelines**

**WELCOME TO OUR TEAM!**



Updated: November 2019



## Voices from our past interns



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

*“Working with people of different backgrounds and expertise was an invaluable experience.”*

*“I feel my dream of working at the UN is becoming a closer reality.”*



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

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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. There are generally 3-4 interns in our office at a time.

## Responsibilities

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- ◆ Newspaper clipping, translation and research activities
- ◆ Support the Director and staff with social media platforms and materials guidance
- ◆ Assist with telephone inquiries and briefings for incoming school visits
- ◆ Assist in the planning and implementation of events and campaigns

## Eligibility

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- ◆ Undergraduate/graduate students, young professionals
- ◆ 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
- ◆ Applicants with work experience and aspirations to work in an international organisation are welcome
- ◆ Social media and online communication management skills are an asset
- ◆ System engineers and web designers are also welcome

## Reasons for applying

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- ◆ 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 four months and can be extended up to six months.

◆ Working hours: Monday to Friday, 9:30–17:30

\*In the case of students, part-time (at least three days a week) will be considered.

◆ 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

◆ Required documents (4)

- UNIC Tokyo Internship Application Forms in Japanese and English with photos attached.

- 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.

◆ 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.

Submission by e-mail: [intern.unictokyo@unic.org](mailto:intern.unictokyo@unic.org)

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

