
TERMS OF REFERENCE
(IN0020522)

Post title:	Conference and Communications Intern
Duty Station:	United Nations Office on Drugs and Crime – Statistics Korea Centre of Excellence (UNODC-KOSTAT CoE), Daejeon, Republic of Korea
Duration:	5-6 months

Background:

The CoE, established in 2019, provides and organizes technical assistance and training activities to support Member States in the Asia-Pacific to improve statistical methodologies and technical capabilities in the production, collection, analysis and dissemination of crime and criminal justice statistics, which is vital for evidence based policy-making and monitoring the Sustainable Development Goals (SDG). Specific attention is given to key thematic challenges in the Asia-Pacific including gender-based violence, corruption, smuggling of migrants, trafficking in persons and adherence to international standards in criminal justice systems, among others. CoE objectives are met by promoting the adoption and implementation of the International Classification of Crime for Statistical Purposes (ICCS), increasing the availability and quality of data provided to UN-Crime Trends Survey (UN-CTS), and supporting the development of Corruption Surveys and Crime Victimization Surveys.

The CoE is co-organizing the Sixth International Conference on Governance, Crime, and Justice Statistics on November 2022 in Seoul, Korea. This event will foster dialogue amongst all persons, especially researchers and policymakers, interested in production, collection, analysis, and dissemination of statistical information on governance, crime, and justice to improve availability, quality, relevance, and utilization of relevant data for enhanced evidence-based policymaking.

Duties and Responsibilities:

Under the overall supervision of the Centre of Excellence Coordinator and directly reporting to the Research Officer, the intern will provide support for activities relating to social media management, communications, advocacy, partnerships, website management and website development to the CoE. Duties will include but are not limited to:

- Research, compile, draft and edit basic information for use in preparation and production of public information materials for the Conference and the CoE;
- Assist in developing multimedia content, such as graphics, photography and audio/video editing;
- Assist finalizing the dissemination strategy, including social media management;
- Assist in planning and organizing the Conference, including reviewing and selecting key speakers;
- Other research and communications support, upon request.

Objective and Learning Opportunities:

The candidate/intern will gain both substantive and operational knowledge related to assigned topics and thematic areas of crime and criminal justice from a UNODC perspective. In addition, the internship will help to provide a broad understanding of UNODC's mandates, obtain diverse working experience in the UN system, and gain technical skills related to public information, communications and developing partnerships and achieve an understanding of the value of data, with a specific focus on Asia and the Pacific.

Qualifications and Requirements:

Education

To qualify for an internship, applicants must meet one of the following requirements:

- a) be enrolled in a graduate school programme (second university degree or higher);
- b) be enrolled in the final academic year of a first university degree programme (minimum Bachelor's level or equivalent); or
- c) have graduated with a university degree and, if selected, must commence the internship within a one-year period of graduation.

Interested candidates must be pursuing or pursued their degree in areas related to this Job Opening:

Political and Social Sciences, International Relations, Criminology, Public Relations, Journalism, Communications, Media Studies, Marketing, Public and Business Administration, or other field relevant to the position.

In addition, interested candidates must meet the following requirements:

- Experience carrying out research in the areas of criminology, criminal law and/or crime and criminal justice is desirable;
- Be computer literate in standard software applications including MS Suite (Word, Excel, Power Point, Outlook) and image and/or video production software/ platforms (Adobe Suite, Final Cut Pro, Canva, etc.);
- Have a 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 requirements:

- Fluency in written and spoken English is required;
- Knowledge of Korean is an asset.

Financial Aspects

The United Nations does not remunerate interns in any way. Costs and arrangements for travel, visas, health insurance, accommodation and living expenses are the responsibility of the interns or their sponsoring institutions. Interns will not be entitled to any compensation for travel arrangements to and from the work location. Interns do not receive a salary or emoluments from the United Nations.

Terms of Appointment

Duration of the internship is 5-6 months. Participating interns are required to work fulltime during office hours.

Duty Station

The successful candidate will usually work at the UNODC-KOSTAT CoE office, in Daejeon, Republic of Korea.

Expected Start Date

June 2022

To apply, persons interested in the internship programme should submit:

- A Cover Letter indicating the preferred duration of the internship
- A Curriculum Vitae (CV)
- Proof of continuing studies or graduation certificate

All supporting documents shall be compiled in **one** pdf file.

Interested persons should email their application to unodc-kostatcoe@un.org until **23 May 2022 23:59 (KST)**. The subject line of your email must contain the following: “IN0020522 – Conference and Communications – *Your Name*”. Applications submitted after the closing date will not be considered.