



PROGRAMA DE PRÁCTICAS/PASANTÍAS - OFICINA DE LAS NACIONES UNIDAS DE APOYO AL DECENIO INTERNACIONAL PARA LA ACCIÓN "EL AGUA, FUENTE DE VIDA" 2005-2015

El Programa de prácticas/pasantías de la Oficina de las Naciones Unidas de Apoyo al Decenio Internacional para la Acción "El agua, fuente de Vida" 2005-2015 consiste en un período de dos meses a lo largo del año, dicho período podría ampliarse por otros dos meses. En casos excepcionales, hasta un máximo de seis meses.

Se trata de un programa de prácticas/pasantías a tiempo total. Los participantes pasan cinco días a la semana en la Oficina de Naciones Unidas de apoyo al Decenio, realizando las tareas asignadas bajo la supervisión de un miembro del personal.

Los criterios de admisibilidad para el Programa son los siguientes:

1. Licenciados universitarios matriculados en algún programa de ampliación de estudios, máster, doctorado o investigación.
2. Los solicitantes que hayan obtenido ya un título universitario de tercer ciclo no serán elegibles.
3. Los solicitantes no deberán tener más de 30 años.

Los temas prioritarios en esta convocatoria del programa de prácticas/pasantías serán: Agua y Medio Ambiente, Gestión de la Información, Comunicación y Divulgación para ello adjuntamos la descripción de los tres puestos de trabajo en idioma inglés. Se seleccionarán cuatro becarios: un becario para trabajar en Agua y Medio Ambiente, dos para Gestión de la Información y uno para Comunicación y Divulgación.

Las solicitudes han de ser enviadas del 1 al 26 de Marzo 2010.

Las prácticas/pasantías no son remuneradas. Los gastos de viaje, alojamiento y manutención, corren a cargo del solicitante o la institución que lo envía. A pesar de ello y debido a la importancia de Naciones Unidas en el orden internacional, la experiencia de una práctica/beca en esta Organización es muy valorada por todas las administraciones empresas y organismos de todo el mundo al ofrecer la posibilidad de trabajar en un entorno multicultural, así como de conocer el sistema de las Naciones Unidas. Al finalizar el período de la práctica/pasantía se expide un certificado. Las personas que sean seleccionadas para el programa deben mantener el carácter confidencial sobre toda información no publicada obtenida durante



su permanencia en la Oficina y no deben publicar ningún informe o documento basado en dicha información, salvo con autorización expresa de las Naciones Unidas.

Carta de motivación

El Currículum Vitae debe acompañarse de una carta de motivación redactada por el candidato en español, explicando las razones por las que desea participar en el programa y los planes profesionales para el futuro.

Currículum Vitae

Es necesario enviar un currículum para proporcionar a la Oficina los detalles relativos a la formación y/o experiencia profesional que se consideren relevantes. En el currículum se incluirán las publicaciones o trabajos de investigación relacionados con la actividad a desarrollar, así como actividades internacionales.

Seguro Médico

Las Naciones Unidas no aceptan responsabilidad alguna con respecto a los gastos derivados de accidentes y/o enfermedad que pudieran surgir durante el período de prácticas. Por consiguiente, los candidatos al programa de prácticas deben documentar que disponen de un seguro de enfermedad vigente de amplia cobertura. En caso de ser seleccionados, se remitirá a esta Oficina una copia de su póliza de seguro de salud o carta certificada de su compañía de seguros.

Admisión de los candidatos

Carta de motivación más Currículum Vitae puede enviarse, hasta el 26 de Marzo de 2010, por e-mail a: water-decade@un.org

o por correo postal a la siguiente dirección:

Programa de Prácticas/Becas

Oficina de las Naciones Unidas de Apoyo al Decenio Internacional para la Acción, "El Agua, Fuente de Vida", 2005-2015

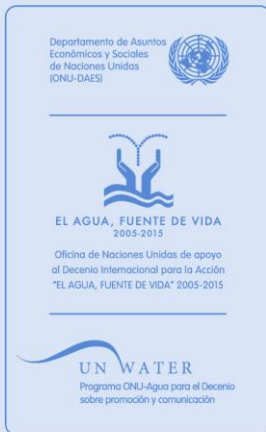
Casa Solans

Avda. Cataluña No. 60

50014 Zaragoza, España

Tfno: +(34) 976 478 346 // +(34) 976 478 347

Fax: + (34) 976 478 349



Observaciones

El programa de prácticas/pasantías de las Naciones Unidas no guarda relación alguna con el proceso de selección para el empleo en las Naciones Unidas y se deberá descartar cualquier expectativa en este sentido. Las personas que sean seleccionadas para el programa no tendrán la consideración de empleados de Naciones Unidas ni dispondrán de los privilegios e inmunidades inherentes a estos. Las personas seleccionadas y que deseen ser considerados para trabajar con las Naciones Unidas, aún cuando puedan estar plenamente cualificados, no son elegibles para el empleo durante su práctica/pasantía ni en el período de seis meses inmediatamente después de finalizar el mismo.



JOB DESCRIPTION

Post Title: Internship Programme

Organizational Unit: UN DESA / UN Office to Support the International Decade for Action "Water for Life" 2005-2015

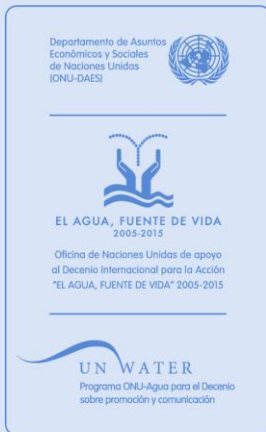
Location: Saragossa, Spain

Responsibilities

The programme aims to provide the interns with practical experience which compliments their field of study and which will, at the same time, be of benefit to the office/section to which the intern is assigned and further promote water and sanitation issues.

Under the direct supervision of the **water and environmental adviser** at the United Nations Office to Support the International Decade for Action "Water for Life" 2005-2015 the intern will assist him/her in performing daily duties and particularly:

- Assist in the preparation, writing, editing and dissemination of information about water and environment. For that purpose, the intern will familiarize him/herself with the UN-Water through identification, review and translation of existing water and environment information programmes, initiatives and coordination mechanisms.
- Assist and provide support in the preparation of presentations, drafts, data analysis (identifying subjects for articles, studies - analysis, data base, among others)
- Provide support in preparation of seminars, workshops, publications, etc. with the UN-System; through the network of UN-Water, Task Forces, UNIC, DPI. The intern will ensure the monitoring and registering of activities implemented in the framework of the Decade.
- Assist with the organization of events and projects of the United Nations Office to Support the International Decade for Action "Water for Life" 2005-2015.



Competencies

- Professionalism – Demonstrate professional competence and shows pride in work. Conscientious and efficient in meeting commitments.
- Communication – ability to draft clearly and concisely, good written and oral language skills.
- Team work- Ability to establish and maintain effective working relations.
- Client orientation- Keeps clients informed in progress or setbacks in progress. Meets timeline for delivery of products or service to clients.

Education

Applicants must be enrolled in a Masters or PhD (or similar) programme preferably in water and environmental related issues, or similar studies.

Work Experience

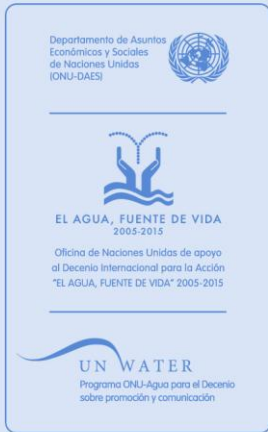
Progressively job related experience in water and environmental related issues, is not a must but an asset.

Languages

High level of English and working knowledge of Spanish are required.

Other skills

Proficient computer skills and use of standard Microsoft Office software.



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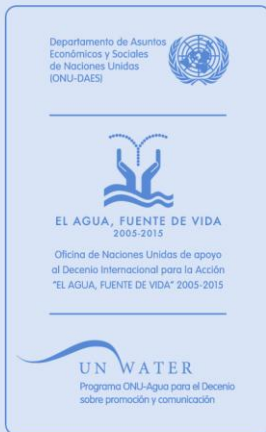
Location: Saragossa, Spain

Responsibilities

The programme aims to provide the interns with practical experience which compliments their field of study and which will, at the same time, be of benefit to the office/section to which the intern is assigned and further promote water and sanitation issues.

Under the direct supervision of the **information and awareness raising projects officer** at the United Nations Office to Support the International Decade for Action "Water for Life" 2005-2015 the intern must assist him/her in performing daily duties and particularly:

- Assist in the preparation of web contents. For that purpose, the intern will familiarize him/herself with the UN water universe through identification, review and classification of existing water-related programmes, initiatives and coordination mechanisms.
- Assist with identification, collection and classification of water-related publications and other relevant UN documentation, including brochures, videos, etc.
- Provide support with country liaison; through the network of national focal points, the intern will ensure the monitoring and registering of activities implemented at national level in the framework of the Decade.
- Help the Office with dissemination of results; submit material produced by the Office to relevant publications, websites, newsletters, press releases, etc.
- Assist with the organization of planned events.



Competencies

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- Team work- Ability to establish and maintain effective working relations.
- Client orientation- Keeps clients informed in progress or setbacks in progress. Meets timeline for delivery of products or service to clients.

Education

Applicants must be enrolled in a Masters or PhD (or similar) programme preferably in water and environmental related issues, communications, political science, international relations or similar studies.

Work Experience

Progressively job related experience in water and environmental related issues, communications, political science, international relations is not a must but an asset.

Languages

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Other skills: Proficient computer skills and use of standard Microsoft Office software.



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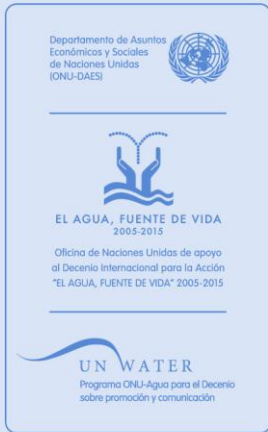
Location: Saragossa, Spain

Responsibilities

The programme aims to provide the interns with practical experience which compliments their field of study and which will, at the same time, be of benefit to the office/section to which the intern is assigned and further promote water and sanitation issues.

Under the direct supervision of **the communication and media project officer** at the United Nations Office to Support the International Decade for Action "Water for Life" 2005-2015 the intern will assist him/her in performing daily duties and particularly:

- Assist in the preparation, writing, editing and dissemination of information and media documents (brochures, newsletters, press releases, website, among others). For that purpose, the intern will familiarize him/herself with the UN-Water through identification, review and classification of existing water-related programmes, initiatives and coordination mechanisms.
- Assist and provide support in the media relation (scheduling interviews, liaison with media, identifying subjects for articles, media analysis, media data base, among others).
- Provide support in communication with the UN-System; through the network of UN-Water, Task Forces, UNIC, DPI. The intern will ensure the monitoring and registering of activities implemented in the framework of the Decade.
- Assist with the organization of media events and media projects.



Competencies

- Professionalism – Demonstrate professional competence and shows pride in work. Conscientious and efficient in meeting commitments.
- Communication – ability to draft clearly and concisely, good written and oral language skills.
- Team work - Ability to establish and maintain effective working relations.
- Client orientation- Keeps clients informed in progress or setbacks in progress. Meets timeline for delivery of products or service to clients.

Education

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Work Experience

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Languages

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