

# Project Interns (Multiple Positions) for United Nations Global Leadership & ESG Programme (UNGLEP)



Advertised on behalf of :

**Location :** Beijing, China

**Application Deadline :**

**Languages Required :** English/Chinese

**Starting Date :** Rolling

**Duration of Initial Contract :** 6 months

## Background:

The United Nations Institute for Training and Research (UNITAR) and the Social Impact Investment Foundation (SIIF) have officially established the United Nations Global Leadership & ESG Programme. This marks the first specialized programme by UNITAR in the Asia-Pacific region, focused on global innovation leadership, ESG (Environmental, Social, and Governance) institutional capacity building, and talent development. UNITAR and SIIF have both experienced substantial growth in recent years, driven by a shared commitment to sustainable development and capacity-building. UNITAR has expanded its global partnerships and has been recognized for its contributions to the Sustainable Development Goals (SDGs) and other international agreements. Meanwhile, SIIF plays a pivotal role as a funding partner, implementing partner, and technical advisor to the UN and other international entities, providing a clear roadmap for sustainable development and social responsibility.

The mission and objective of the programme is to fully utilize the knowledge, research and training resources of the United Nations Institute for Training and Research (UNITAR), including those of the entire UN system, to empower partner organizations for fostering global leadership in green transformation and science and technology innovation and for cultivating ESG leaders with strategic integration and practical capabilities, to create a value-added resource, accelerator, and best practice hub for global leadership & ESG leading talents. Under the management and supervision of the United Nations Institute for Training and Research (UNITAR), the programme will leverage its authority, professionalism and neutrality to build a network of partners, including government agencies, international organizations, multinational corporations, NGOs, and industry and academia.

## Duties and Responsibilities

Under the overall guidance of the Head of Programme, the Project Intern will be responsible for:

- Translate (both English to Chinese and Chinese to English) various materials, including the translation industry report or related articles.
- Review and edit translation of reports and other internal/external publications in coordination with other team members
- Help with on-site support
- Implement daily administrative and logistical tasks related to communications work
- Complete other ad hoc tasks requested by the office and/or supervisor
- Provide reporting and feedback to the management committee on the relationship between plans and performance results.
- To provide administrative/logistic support to workshops, meetings, conferences and seminars.
- Provide other coordination and administrative support functions and tasks which may be required by the nature of the programme's activities.

**Required Skills**

Consistently approaches work with energy and a positive, constructive attitude  
Demonstrates strong oral and written communication skills  
Promotes ethics and integrity and creates organizational precedents.  
Demonstrated openness to change and ability to manage complexities  
Responds positively to critical feedback and differing points of view

**Education**

Advanced university degree (Master's degree or equivalent) in Interpretation and Translation, English, International Relations, Communications, Journalism, business administration, public administration, management, information technology, innovation, or a related field is required. Successful completion of both degree and non-degree programs in data analytics, business analytics or data science programs is an advantage.

**Language**

English and French are the working languages of the United Nations. For the position advertised, fluency in English is required. Knowledge of another official United Nations language is an advantage.

**Assessment**

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

**Additional Requirement**

Strong teamwork, interpersonal and communications skills; courtesy, tact, and the ability to establish and maintain effective working relationships with people of different cultural and national backgrounds.  
Highly developed skills with personal organization and priority setting.  
Ability to work with a high degree of independence within assigned areas complemented by sound judgment and initiative, and the ability to maintain structured and ad hoc communications with supervisors and colleagues to seek guidance. Willingness and enthusiasm to learn and practice new technologies as needed.

We will offer outstanding interns the opportunity to work full-time upon completion of their internship.