



# unitar

United Nations Institute for Training and Research

February 2008

***Internship Opportunity  
with  
The United Nations Institute for Training and Research (UNITAR)  
Hiroshima Office***

The Hiroshima Office (HO) of the United Nations Institute for Training and Research (UNITAR) is the only UN presence in the Chugoku-Shikoku region. Internship opportunities at HO are now open for graduate school students and young professionals to work in a purely international environment with staff from many different nationalities. It is a unique opportunity for motivated candidates to upgrade their professional skills and open their gateway to international affairs.

**The suggested fields of work are:**

- English and/or Japanese translation
- Website management (English and/or Japanese)
- Interpersonal communication
- Research on international matters

**Eight (8) internship places will be available throughout the year 2008:**

- March – May internship (deadline for application 15 February 2008)
- May – July internship (deadline for application 15 April 2008)
- July – September internship (deadline for application 15 June 2008)
- September – November internship (deadline for application 15 August 2008)

**Starting date of the first internship programme:** 1<sup>st</sup> of each March, May, July, September 2008

**Duty Station:** Hiroshima City

**Position:** intern

**Duties/Job descriptions:**

- Review documents in English and/or Japanese
- Participate in and provide support in organizing all UNITAR events;
- Support administrative tasks (typing, filing, mailing, copying, drafting letters and taking notes)
- Assist UNITAR participants (about 50 participants coming from 20 different countries) during their stay in Hiroshima;
- Maintain databases and mailing lists, and other contacts for projects;
- Format, prepare and disseminate working papers and related materials (handouts, brochures, pamphlets, posters etc);

**UNITAR Hiroshima Office**, Hiroshima, 730-0011, Japan  
Chamber of Commerce and Industry Bldg., 5th floor, 5-44 Motomachi, Naka-ku  
T +81 82 511 2424 F +81 82 211 0511 [www.unitar.org](http://www.unitar.org)

---

国連訓練調査研究所(ユニタール) 広島事務所  
〒730-0011、広島県広島市中区基町、5-44、 広島商工会議所ビル5階  
T +81 82 511 2424 F +81 82 211 0511



- Conduct research on any subjects relevant to the programme's contents or future expansion;
- Assist in any task requested by supervisors.

**Skills/Competencies expected from the individual:**

- **Professionalism:** (one of the abilities below should be satisfied)

Basic understanding of logistical requirements for workshops and conferences; public relations skills; research abilities on subjects relevant to one of UNITAR's thematic fields.

- **Planning and organizing:** Effective time management and ability to plan own work to meet designated deadlines.

- **Communications:** Good communication (spoken and written) skills in English and/or Japanese, including ability to draft/edit/translate.

- **Technology awareness:** Good knowledge of all standard PC applications/office equipment.

- **Teamwork:** Good interpersonal skills and ability to work in high pressure and establish/maintain effective partnerships and working relations in a multi-cultural environment with sensitivity and respect for diversity.

**Working Hours:** minimum two days per week; maximum 28 hours per week

**Requirements:**

- **Education:** Advanced university degree (minimum BA)

- **Experience:** Some international experience - familiarity with any of the following an asset: Good translation skills (English/Japanese) and web design.

- **Language:** Mastery of written and spoken English; Good working knowledge of Japanese an asset.

**Remarks:**

Please note that this UNITAR internship programme is unpaid. Interns will arrange and pay their own transportation fees, medical and accident insurance and any applicable taxes as required by Japanese authorities.

**How to apply:** All applicants are strongly encouraged to apply as soon as possible before the deadline for each internship period stated in the announcement.

A letter of motivation as well as Curriculum Vitae are to be sent to:

Kaori Okabe  
Office Manager  
UNITAR Hiroshima Office  
Email: [Hiroshima@unitar.org](mailto:Hiroshima@unitar.org)

**For more information contact:** Kaori Okabe, tel: 082-511-2424, fax: 082-211-0511, email: [hiroshima@unitar.org](mailto:hiroshima@unitar.org)