



Vacancy Announcement

ADMINISTRATIVE ASSISTANT INTERNSHIP

About UN University

For the past five decades, UNU has been a go-to think tank for impartial research on the pressing global problems of human survival, conflict prevention, development, and welfare. With more than 400 researchers in 13 countries, UNU's work spans the full breadth of the 17 SDGs, generating policy-relevant knowledge to effect positive global change. UNU maintains more than 200 collaborations with UN agencies and leading universities and research institutions across the globe.

United Nations University Institute on Comparative Regional Integration Studies (UNU-CRIS)

The United Nations University Institute on Comparative Regional Integration Studies (UNU-CRIS), established in 2001, is one of the research and training institutes of the United Nations University (UNU) network. The specific mission of UNU-CRIS is to foster a deeper understanding of the processes of regional integration and cooperation, as well as their implications in a changing world order. UNU-CRIS specialises in the comparative study of regional integration, monitoring and assessing regional integration worldwide and in the study of interactions between regional organisations and global institutions. As of October 2016, UNU-CRIS is cooperating with the Vrije Universiteit Brussel and Ghent University.

Responsibilities

We are currently seeking a motivated and detail-oriented **Administrative Assistant Intern** to join our team. This position provides an excellent opportunity to gain hands-on experience in an international organisation and contribute to projects that support the UNU's mission of advancing sustainable development goals (SDGs) globally.

As an **Administrative Assistant Intern**, you will work closely with the team at UNU-CRIS to support a range of administrative, logistical, and organisational functions essential to the smooth running of the Institute.

Key tasks may include:

- Assisting in day-to-day office operations and administrative tasks;
- Supporting the scheduling and coordination of meetings, workshops, and events;
- Helping maintain both digital and physical filing systems in alignment with UNU protocols;
- Supporting internal and external communications, including drafting emails and letters;
- Assisting in the preparation of logistics for events held in Bruges or with partner institutions in Brussels and Ghent;
- Collaborating on internal reporting and basic data entry;
- Supporting the coordination and organisation of travel arrangements and reimbursements;
- Helping the team maintain a well-organised and efficient working environment.

Profile, Required Qualifications and Experience

The ideal candidate will:

- hold a Bachelor's or Master's degree or equivalent qualification in administration, international relations, communications or languages. As this is an institute focused on international relations, the candidate should have a demonstrable interest in the field, with a degree in the field a strong advantage;
- demonstrate excellent written and verbal communication skills in English;
- be proficient in Microsoft Office applications (Word, Excel, PowerPoint) and have general digital literacy;
- be capable of managing multiple tasks efficiently and independently;
- have strong organisational skills and attention to detail;
- have proven ability to efficiently manage a variable workload;
- be a good team player with strong interpersonal skills and a demonstrated ability to work in a multicultural environment with sensitivity and respect for diversity;
- be eligible for [the Flanders Trainee Programme](#).

Desired:

- experience using a cloud-based Enterprise Resource Planning system;
- have relevant working experience (or equivalent) in an international setting;
- be familiar with the UN system;

- a working knowledge of Dutch and/or other UN working languages.

UNU is committed to diversity and inclusion within its workforce and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons living with disabilities, to apply and become part of the organisation.

UNU has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UNU, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination.

Remuneration

Remuneration is in line with the [Flanders Trainee Programme Stipend rate](#).

Duration of Contract

The initial appointment will be for three (3) months with the possibility of renewal for an additional three (3) month period. The successful applicant will be required to regularly work from our premises in Bruges, in line with our flexible work-from-home policy.

This is a locally recruited position; no relocation expenses or allowances are applicable. The successful candidate will not hold international civil servant status nor be a “staff member” as defined in the United Nations Staff Rules and Regulations. UNU-CRIS does not sponsor a working visa for this position.

Application Procedure

To apply, please email Pascale Vantorre (pvantorre@cris.unu.edu) and Ajsela Masovic (amasovic@cris.unu.edu) with the heading “Application – Administrative Assistant Internship – (NAME)” with the following attachments:

- CV
- Motivation Letter
- One (1) letter of recommendation

Starting Date

From 1 January.

Should you require any further information on the position of Administrative Assistant Internship, please contact Noel Neven (nneven@cris.unu.edu).