

In collaboration with



BELLA VISTA
GROUP OF COMPANIES

Assistant and Programme Intern

Category and Level: Internship

Department/Office: International Centre in associated with UN Tourism Academy

Date Posted: TBC

Deadline: TBC

Work Location

Canton Uri, Switzerland

Expected duration

July – September 2024

Duties and Responsibilities

Overall Background and General Work Description:

The intern's work focuses on administrative assistant and supporting the daily operation of International Centre in associated with UN Tourism Academy (call “the Centre” below)

Interns may be assigned matters including but not limited to:

- Participate in strategic communication brainstorming, develop meeting minutes, and attend other special events (workshops, trainings, and seminars).
- Sort documents, coordinate and draft event plannings and work report.
- Contribute to the programs aimed at propagandizing the event organized by UN Tourism Academy by following up, coordinating.
- Other duties include maintaining databases, taking meeting notes, preparing reports, and performing ad-hoc activities as required.
- The intern shall be flexible to be redesignated to any location worldwide in order to complete the tasks/ projects assigned by the Centre

On completion of the internship, the candidate will have gained:

- Excellent knowledge of UN Tourism & UN Tourism Academy, its mandate, structure, and operation mode.
- Valuable experience in Tourism under a multicultural context, with a particular focus on policy, planning and implementation of tourism programs.
- Writing skills for official documents and communication skills.
- Capacities for multitasking and prioritizing.



In partnership with



In collaboration with



BELLA VISTA
GROUP OF COMPANIES

Qualifications/ special skills

Applicants must, at the time of application, meet one of the following requirements:

- 1) Be enrolled in a higher education programme or
- 2) Have graduated with a higher education degree.

Candidates with the following areas of study will be given preference:

Applicants must: -

- 1) Have a keen interest in working in the structure under UN, UN Tourism.
- 2) Have a keen interest in the work of the UNWTO Academy.
- 3) Have a personal commitment to the ideals of the UN Charter.
- 4) Have 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.
- 5) Be literate in standard computer software.

Languages

Required: English

Intern Specific text

Interns are not financially remunerated by the UNWTO Academy. Costs and arrangements for travel, visas, accommodation and living expenses are the responsibility of interns or their sponsoring institutions. Interns who are not citizens or permanent residents of the country where the internship is undertaken, may be required to obtain the appropriate visa. Successful candidates should discuss their specific visa requirements before accepting the internship offer.

