

# UN Global Compact Network Korea

## Internship Opportunities

The United Nations Global Compact Network Korea offers a small group of outstanding undergraduate and graduate students the opportunity to acquire real field work and research experience as interns.

### ❑ Objective

The programme will allow successful applicants to gain a greater understanding of the Global Compact's Ten Principles in the areas of human rights, labour, the environment, anti-corruption as well as UN agenda such as SDGs(Sustainable Development Goals). Interns will undertake work on a range of Corporate Sustainability issues, including business and human rights, anti-corruption, environments, partnerships for development, and other collective action in support of UN goals etc.

### ❑ Duties

- Research and analyze relating to the topic of Corporate Sustainability, especially on human rights, labour, the environment, anti-corruption and SDGs
- Translate UN related publications, papers and other documents from English to Korean, or vice-versa
- Draft and edit publications, papers and other documents
- Assist in the coordination of the Communication on Progress process
- Support providing service to UNGC members
- Maintain UN Global Compact Network Korea's website
- Support the organization of meetings and events
- Handle email and other inquiries
- Perform administrative tasks as assigned

### ❑ Eligibility Criteria

- Fluency in both spoken and written Korean and English is preferred
- Familiarity with corporate citizenship and corporate social responsibility and with the activities of the Global Compact is a plus
- Advanced computer literacy is a plus (Photoshop, Illustrator, Website Maintenance etc.)

### ❑ Working Condition

- Working Hours: 09:30 – 18:30
- Four working days per week for a minimum of three consecutive months ([All staff including interns will be working from home half and half until the end of the COVID-19 pandemic](#))
- Work period less than three months will not be considered an official internship, but as a voluntary service
- Please note that internships are unpaid, but lunch and transportation allowances are provided

## ☐ Application Process

- Curriculum vitae screening (short-listed candidates may be contacted)
- Face-to-face Interview (only successful candidates may be contacted)

## ☐ How to Apply

- Those interested in the internship must submit the following documents to [recruit@globalcompact.kr](mailto:recruit@globalcompact.kr) no later than **Sunday, 19 April 2020**
- Curriculum vitae (in English) and Cover letter (in English) **in one document**.  
Ex) [UNGC Internship] Kor. Name (Eng. Name)
- English language proficiency tests (IELTS, TOEFL, TOEIC, TEPS, etc.) and other qualifications will be required only to successful candidates
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## ☐ Additional Information

- Internship certificates are issued upon completion of internship
- Interns will not be selected if no successful candidates are deemed qualified for the position
- Should you have any inquiries regarding the internship or the UN Global Compact Korea Network, please contact [recruit@globalcompact.kr](mailto:recruit@globalcompact.kr)