



Internship Terms of Reference

Internship Title:	Legal/Research Fellow (Internship)
Reference Number	N/A
Institute/Office:	United Nations University – Institute in Macau (UNU Macau)
Duty Station:	Macao, China
Supervisor Name:	Lyu Huantian
Supervisor Email:	huantian@unu.edu
Duration:	6 months, exact dates to be confirmed (contingent to visa approval)

Background

The United Nations University (UNU) is an international community of scholars engaged in policy-oriented research, capacity development and dissemination of knowledge in furthering the purposes and principles of the Charter of the United Nations. The mission of UNU is to contribute, through research and capacity building, to efforts to resolve the pressing global problems that are the concern of the United Nations and its Member States.

For the past four decades, UNU has been a go-to think tank for impartial research on human survival, conflict prevention, sustainable development, and welfare. With more than 400 researchers in 12 countries, UNU's work spans the 17 Sustainable Development Goals' full breadth, 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.

For more information, please visit <http://unu.edu>.

The UNU Institute in Macau's mission

UNU Institute in Macau (UNU Macau) is one of 13 research and training Institutes that comprise the think tanks in the UNU system. UNU Macau is a research institute at the intersections of digital technology and sustainable development. The Institute conducts policy-relevant research and generates solutions, addressing pressing challenges expressed in the UN 2030 Agenda for Sustainable Development through high-impact innovations and the latest technologies. Through its research, the UNU Institute in Macau encourages data-driven and evidence-based actions and policies to contribute to the achievement of the Sustainable Development Goals.

One of the Institute's missions is to nurture the next generation of interdisciplinary computing, information and social scientists, and engineers to be leaders in the field of ICT for development. To this end, the institute seeks to build a team of experts to help deliver the institute's mission and work plan. The Institute's research tends to be more applied, and strives for policy impact in the UN system, at international, regional and national levels.

The UNU Institute in Macau is situated in the Macau Special Administrative Region (SAR) of China, and it is the only UN entity in the city. Macau is one of the most dynamic regions in Asia, where technological innovations have become an integral part in driving social and economic change. Macau is part of the Greater Bay Area (GBA), that hosts many private sector companies and technological giants that are just a short distance away. Its proximity to China, Hong Kong SAR and

other Asian countries such as Japan, Korea, Thailand and Vietnam, provides an exciting opportunity for researchers and experts to maximize the impact of their work.

Description of Responsibilities

Under the supervision of the Operations Manager, the Legal/Research Fellow will assist with the management and implementation of institute legal affairs and research activities, including but not limited to:

- Assist in the Institute's UNU AI Network Conference campaign.
- Assist in drafting and legal review in relating to grant agreements and MOUs.
- Assist in drafting and legal review in relating to commercial contracts.
- Assist in research activities in relating to laws.
- Support the planning, preparation and implementation of re-signing institute founding agreements.
- Reside full-time in Macau for the duration of the contract.
- Perform other tasks assigned by the Institute's management and the supervisor.

Indicate any learning objectives in this area.

The student will learn about agent-based modelling in the context of legislation and how to write policy briefs.

Competencies

Core Values:

- Respect for Diversity
- Integrity
- Professionalism

Core Competencies:

- Awareness and Sensitivity Regarding Gender Issues
- Accountability
- Creative Problem Solving
- Effective Communication
- Inclusive Collaboration

Qualifications

Education:

- University studies in one of the following disciplines: laws, international studies, and related fields, with experience in laws or other relevant subjects is required.
- Proficiency in MS Office (Word, Excel, PowerPoint) is required.
- Be in their final year of undergraduate study or enrolled in a graduate degree programme or is within the two-year post graduation (maximum) from either a bachelors', masters' or PhD degree programme.

Language:

- Excellent communication skills (written and oral) in English are required;
- Working knowledge of another UN language is an advantage.

Application Procedure

Interested candidates should submit their application to the internship coordinator of the sponsoring university containing:

- Brief cover letter (in English) stating interest in and qualifications for the post;
- Current and complete CV in English;

Candidates selected must submit prior to receiving offer the following documents:

- Document(s) confirming your education status (e.g. transcript or proof of enrollment);
- Proof of health and life/accident insurance valid for the location in which the internship will be carried out. Selected intern must have health and life insurance.

UNU accepts no responsibility for costs arising from accidents and/or illness or death incurred during the internship.

Stipend

Interns will be in receipt of financial support from the sponsoring university.

Duration of contract:

The duration of the internship is 6 months.

Expected start date: January 2024

Contract commencement date is subject to approval of candidate's legal stay to Macau (a "Special Stay" enabling candidate's work eligibility, leading to Category D Visa of China Exit Permit)

Assessment

Evaluation of qualified candidates may include a desk review and/or a competency-based interview, and references.

Special notice

The purpose of the Internship Programme is not to lead to further employment with UNU but to complement an intern's studies. Therefore, there should be no expectation of employment at the end of an internship.

Interns do not hold international civil servant status nor are they considered a "staff member" as defined in the United Nations Staff Rules and Regulations and may not represent UNU in any official capacity.

UNU accepts no responsibility for costs arising from accidents and/or illness or death incurred during the internship.

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. Applications from developing countries, and from women are strongly encouraged.

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.

Information about UNU rosters

UNU reserves the right to select one or more candidates from this internship announcement. We may also retain applications and consider candidates applying to this internship cohort for upcoming internships within the next 2 years.

Scam warning

UNU does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Should you receive a solicitation for the payment of a fee, please disregard it. Furthermore, please note that emblems, logos, names and addresses are easily copied and reproduced. Therefore, you are advised to apply particular care when submitting personal information on the web.