

Posting Title : INTERN - ECONOMIC AFFAIRS, I (Temporary Job Opening)  
Job Code Title : INTERN - ECONOMIC AFFAIRS  
Department/ Office : Economic and Social Commission for Asia and the Pacific  
Location : BANGKOK  
Posting Period : 15 May 2020-13 November 2020  
Job Opening number : 20-Economic Affairs-ESCAP-135917-J-BANGKOK  
Staffing Exercise : N/A

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**United Nations Core Values: Integrity, Professionalism, Respect for Diversity**

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### **Org .Setting And Reporting**

The Information and Communications Technology and Disaster Risk Reduction Division/ Disaster Risk Reduction Section (DRS) internship is for 2-6 months. The internship is unpaid and full-time. Interns work five days per week (37.5 hours) under the supervision of a staff member in the department or office to which they are assigned. The major objectives of Disaster Risk Reduction Section are as follow;•Policy options and strategies on multi-hazard disaster risk reduction and mitigation•Regional cooperation mechanism for disaster risk management, including space and other technical support systems•Multi-hazard assessment, preparedness, early warning and response to disaster risk•Building resilience to natural disasters through mainstreaming disaster risk reduction and climate change adaptation into the development agenda of countriesMore details are available from <http://www.unescap.org/idd/drs.asp>

### **Responsibilities**

Daily responsibilities will depend on the individual's background and the intern's assigned office as well as the internship period. Duties may include, but are not limited to:•Contribute to the quantitative and qualitative analysis on the socio-economic impacts of disasters•Assist in organizing international conferences and meetings•Carry out other ad hoc tasks as required by the Section and the Division

### **Competencies**

The United Nations Core Competencies include:•Communication: Ability to draft clearly and concisely, good written and oral language skills.•Teamwork: Good interpersonal skills, ability to work collaboratively with colleagues from different national and cultural backgrounds to

achieve organizational goals. •Client Orientation: Considers all those to whom services are provided to be 'clients' and seeks to see things from clients' point of view. •Planning and Organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required.

## **Education**

To qualify for an internship with the United Nations Internship Programme, applicants must meet one of the following requirements: a) be enrolled in a graduate school programme (second university degree or equivalent, or higher); or b) be enrolled in the final academic year of a first university degree programme (minimum Bachelor's level or equivalent); or c) have graduated with a university degree (as defined above) and, if selected, must commence the internship within a one year period of graduation.

## **Work Experience**

### **Languages**

English and French are the working languages of the United Nations Secretariat. Fluency in English (both oral and written) is required for the Internship Programme. Knowledge of another official UN language is an asset

### **Assessment**

N/A

### **Special Notice**

A completed online application (Cover Note and Personal History Profile) is required. Incomplete applications will not be reviewed. The Cover Note must include: •Degree Programme (What are you currently studying or what have you studied) •Graduation date (When will you graduate or when did you graduate from the programme?) •List of the IT skills and programmes that you are proficient in •List of your top three areas of interest •Explanation

about why you are the most suitable candidate for this specific internship •Explanation of your interest in the United Nations Internship Programme In your online Personal History Profile, be sure to include all past work experiences, IT skills, and three references. Please note that due to the large number of applicants, divisions are not in a position to reply to each application and that only short-listed applicants will be contacted for further consideration.

### **United Nations Considerations**

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the

commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including,

but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment. Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. The United Nations Secretariat is a non-smoking environment. Applicants are urged to follow carefully all instructions available in the online recruitment platform, inspira. For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of the inspira account-holder homepage. The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in inspira to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application. Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

### **No Fee**

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.

### **MLA Citation of Job Posting**

“Inspira.” *United Nations*, United Nations, [inspira.un.org/psp/PUNA1J/EMPLOYEE/HRMS/c/HRS\\_HRAM.HRS\\_CE.GBL?page=HRS\\_APP\\_SVDJB\\_SEC](https://inspira.un.org/psp/PUNA1J/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_CE.GBL?page=HRS_APP_SVDJB_SEC).

# Zainab Rauf Tramboo

(778)-318-7862 | [znbtrmb@gmail.com](mailto:znbtrmb@gmail.com) | [www.linkedin.com/in/zainab-rauf-tramboo](http://www.linkedin.com/in/zainab-rauf-tramboo)

5178 Dunbar Street, Vancouver, BC, Canada V6N 1V7

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Dear Hiring Manager,

It is said that the surest way to make your dreams come true is to live them. My dream of working in the United Nations (UN) stems from my passion in trying to base my everyday work on having a direct positive impact on communities around me. As a conscious global citizen, what has always fascinated me to work with the UN is its commitment to maintaining international peace & security, promoting social progress, living standards and human rights for all humans irrespective of our differences. These very words have manifested into a utopian dream for many of us and so I strive to be a part of and learn from the UN team that works hard every day to make this dream come true. Therefore, I am thrilled to be applying for the Intern Economics Affairs position at UN for any time period within May-August 2020.

I am an undergraduate student pursuing Bachelor of International Economics (BIE) from the University of British Columbia (UBC) and expecting to graduate by April 2021. UBC being ranked first for economics in Canada allowed me as, an international student, to study amongst meritorious students from across the globe and appreciate multidimensional thinking and the culture of borderless collegiality. Studying BIE allowed me to academically undertake basic level courses in R programming, Tableau, Stata, and MATHLAB. These skills allow me to infer complex and large causal, correlational data, as well as general information in meetings, surveys, research papers or secondary data, and translate them into visually comprehensible forms for presentations and reports. My interests lay in working in organisations that help monitor and analyse trends, investigate and develop policies, action plans, and strategies that in any way work towards the socio-economic wellbeing of our global communities.

I recently had the opportunity to intern for the Foreign Exchange (FX) Operations team at Vancity, the largest credit union in Canada. Throughout the internship I worked on tasks that dealt with monitoring and analysis of financial data, i.e. verifying and conducting FX incoming and outgoing wire transactions. I was required to conduct research, compile data and statistics, and draft official documents for respective teams. For example, one of my tasks was to assist in creation of official databases by extracting, filing and reporting high risk member profile data to the compliance team. I also designed communication materials, such as PowerPoints, infographics, analytical charts, and graphs for my projects. I have also for a year volunteered as the front desk receptionist at the Vancouver School of Economics Career Centre. My role required me to receive and respond to phone calls, face to face queries, emails, walk-ins, and keep clients up to date with required information. This role helped me build my exhaustive client orientation skills. I have also served as the Vice President Analytics of Red Cross UBC. My responsibilities consist of setting our club's financial targets to help send funds to the Canadian Red Cross for their annual international appeals like; Syrian crisis and help run various committee awareness and outreach training events. I am also part time as a financial analyst at Oreninc, where I conduct quantitative research and data analysis of financial announcements of the Canadian junior commodity industry to provide weekly financial information to clients in form of a financial index. Overall my experiences have required my thorough conversance with MS Office; Word, Excel, PowerPoint, Outlook and Teams.

I highly appreciate the time you have taken to review my application. If my background meets your needs, please phone any weekday after 4:00 p.m. at (778)-318-7862 or email at [znbtrmb@gmail.com](mailto:znbtrmb@gmail.com). Thank you for this opportunity and your consideration.

Sincerely,



Zainab Rauf Tramboo

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(778)-318-7862 | [znbtrmb@gmail.com](mailto:znbtrmb@gmail.com) | [www.linkedin.com/in/zainab-rauf-tramboo](http://www.linkedin.com/in/zainab-rauf-tramboo)  
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## **OBJECTIVE**

- Obtain an Economics Affairs internship position with opportunity for advancement.

## **WORK EXPERIENCE**

**Financial Analyst, Oreninc, Vancouver, BC, Canada** Aug 2019-Present

- Conduct quantitative research and data analysis of financial announcements of junior commodity industry by assessing 600+private-placements and logging 15+ deals daily to create a weekly financing index
- Help increase efficiency by debugging functions and creating Macros in spreadsheets to shorten processes for producing weekly indices and maintaining our internal data bases
- Statistical analysis were published on 2020 PDAC Convention, State of Mineral Finance Report

**Foreign Exchange Operations Intern, Vancity, Vancouver, BC, Canada** May 2019-Aug 2019

- Daily dealt with large monetary transactions and data in terms of processing foreign exchange payments using spot price as outgoing and incoming wires as well as verifying sales trades
- Assisted in creation of internal databases by collecting, filing, and reporting high risk member profile data to the compliance team
- Tracked, extracted, and reported data regarding the target and active members using Vancity's foreign exchange platform to the Foreign Exchange analysts and traders.
- Lead and collaborated on projects; how to inventory, assess and build critical skills in Vancity and constructing the employ booklet on introducing Vancity's Payments Operations Department
- Created communication materials, such as PowerPoint presentations and infographics regarding the projects for my team members and project managers

## **SKILLS**

- Team collaboration and leadership
- Communication
- Client orientation
- Attention to detail
- Time management and organizational

## **TECHNICAL SKILLS**

Microsoft Office: Excel, Word, PowerPoint, Outlook and Teams

Basic: R Programming, Tableau, Stata, MathLab

Marquee Group Trainee: Introduction to Financial Modelling

## **EDUCATION**

**Bachelor of International Economics (BIE)** 2017-Present

*Vancouver School of Economics (VSE), University of British Columbia (UBC), Vancouver, BC, Canada*

- Relevant courses: Benefit-Cost Analysis, Econometrics, Intermediate Micro-Macroeconomics, Differential-Integral Calculus, Empirical Economics, International Trade, Investment Theory, Financial Accounting, Developmental Economics, International Business, Market Research

**The Shri Ram School, Mousari, Gurugram, India** 2015-2017

International Baccalaureate Diploma Programme, IB score- 39/45

- Awards and recognitions: Award for the highest marked grades and award for the highest secured percentage in Business & Management twice in a row

**DPS International, Saket New Delhi, India** 2013-2015

International General Certificate of Secondary education (IGCSE)

- Awards and recognitions: Cambridge ICE Award of Distinction and Scholar Badge 2014

## **EXTRA CURRICULAR EXPERIENCE**

**Vice President Analytics, Red Cross UBC, Vancouver, BC, Canada** Jan 2018-Jan 2019

- Utilize strong analytical and collaborative skills to present strategies regarding budgeting and funding of events to raise funds for our annual international appeal like; Syria crisis
- Administer semi-annual feedback surveys to over 150 members, then analyse and present the summary data to our executive team

**Internal Coordinator, 180 Degrees Consulting UBC, Vancouver, BC, Canada** Sep 2018- Jun 2019

- Used efficient organizational and professional written & verbal communication skills to organize logistics, executive meetings, and communicate with companies and student consultants
- Interviewed student candidates applying as consultants utilizing strong analytical and decision making skills in addition to interpersonal skills

**Volunteer Program Assistant, VSE Career Centre UBC, Vancouver, BC** Jun 2018- 2019

- Worked rotationally under the Business Development and Volunteer Program department improving business research, creative problem solving, and critical thinking skills
- Developed professional communication skills by taking part in career centre meetings with employers regarding employment, internship and workshop opportunities
- Worked at the career centre front desk answering phone calls and questions regarding the career centre in a professional, timely and efficient manner, improving client handling skills
- Interviewed students for the volunteer program hiring

**Marketing Committee Executive, Simon K.Y.LEE UBC, Vancouver, BC** Sep 2018-July 2019

- Counsel and assist UBC clubs with resources, event guidelines, and workshop opportunities available for efficient marketing of their events, demonstrating ability to be detail oriented, efficiently communicate and work through complex problems
- Interview clubs, write articles and make movies regarding funding, charity work and intercultural events

**Orientation Leader, Imagine Day UBC, Vancouver, BC** Jun-Sep 2018

- Conducted a comprehensive campus tour to welcome a diverse group of students to UBC
- Compiled and emailed professional and relevant campus resources to students in a timely manner over the course of four months

**Main speaker, Gleneagle Secondary Canada, Speakers conference, Vancouver, BC** 2018

- Gave a formal speech and answered questions regarding college applications, scholarships and education to over 60 high school students and teachers
- Improved public speaking, research, and networking skills

**Volunteer, Multidisciplinary Undergraduate Research Conference UBC, Vancouver, BC** 2018

- Facilitated the presentation sessions and provided support to the diverse conference presenters gaining problem-solving and troubleshooting experience
- Assisted in the logistical set-up of programming elements throughout the conference achieving teamwork and group management skills
- Acted as a resource for delegates, undergraduate presenters and graduate adjudicators gaining professional communication skills

## **LANGUAGES**

English, Kashmiri, Urdu, and Hindi

## **REFERENCES**

Available on request

Zainab Rauf Tramboo  
5178 Dunbar Street  
Vancouver, BC, Canada V6N 1V7

August 12th, 2020

Nancy E. Clarke,  
Career Centre Director  
Vancouver School of Economics Career Centre  
6000 Iona Drive,  
Vancouver, BC, V6T 1L4

Dear Nancy,

I hope you are doing well during the pandemic. I am currently applying for an Economics Affairs internship position at the United Nations (UN). As you know, I have aspirations of working in international organizations that help strengthen our global communities through economic policies and strategies. This internship position at the UN gives me the opportunity to have my first step into the career I have dreamed of pursuing. I am writing to ask for your permission to list you as a reference and if you would be willing to provide me with a reference letter for this application if needed in the future.

Volunteering as the front desk receptionist at the Vancouver School of Economics Career Centre (VSECC) for a year has been a pleasure. This role helped me build my time management, team working, leadership and exhaustive client orientation skills. I have learned so much under your guidance and have thoroughly enjoyed my time at VSECC.

The letter of reference is required by the UN by September 1, 2020. If you are able to assist in providing a reference letter, please contact me at [znbrmb@gmail.com](mailto:znbrmb@gmail.com). I have enclosed a link to my online LinkedIn resume, for your reference. Thank you for your time and consideration.

Sincerely,



Zainab Rauf Tramboo

Encl.: [www.linkedin.com/in/zainab-rauf-tramboo](https://www.linkedin.com/in/zainab-rauf-tramboo)

Zainab Rauf Tramboo  
5178 Dunbar Street  
Vancouver, BC, Canada V6N 1V7

August 12th, 2020

Jenny Kan  
Manager Foreign Exchange Operations  
Vancity Investment Bank  
100-183 Terminal AVE #100,  
Vancouver, BC, V64 4G2

Dear Jenny,

I hope you are doing well during the pandemic. I am currently applying for an Economics Affairs internship position at the United Nations (UN). As you know, I have aspirations of working in international organizations that help strengthen our global communities through economic policies and strategies. This internship position at the UN gives me the opportunity to have my first step into the career I have dreamed of pursuing. I am writing to ask for your permission to list you as a reference and if you would be willing to provide me with a reference letter for this application if needed in the future.

Interning as Foreign Exchange Operations Intern at Vancity for four months has been a pleasure. This role helped me build my programming, time management, team working, leadership and research skills. I have learned so much under your guidance and have thoroughly enjoyed my time at Vancity as my first ever internship experience.

The letter of reference is required by the UN by September 1, 2020. If you are able to assist in providing a reference letter, please contact me at [znbrmb@gmail.com](mailto:znbrmb@gmail.com). I have enclosed a link to my online LinkedIn resume, for your reference. Thank you for your time and consideration.

Sincerely,



Zainab Rauf Tramboo

Encl.: [www.linkedin.com/in/zainab-rauf-tramboo](https://www.linkedin.com/in/zainab-rauf-tramboo)



Zainab Rauf Tramboo  
5178 Dunbar Street  
Vancouver, BC, Canada V6N 1V7

August 12th, 2020

Kai Hoffman  
CEO  
Oreninc  
Soar Financial Canada Corp,  
410-325 Howe Street  
Vancouver, BC, V6C 1Z7

Dear Kai,

I hope you are doing well during the pandemic. I am currently applying for an Economics Affairs internship position at the United Nations (UN). As you know, I have aspirations of working in international organizations that help strengthen our global communities through economic policies and strategies. This internship position at the UN gives me the opportunity to have my first step into the career I have dreamed of pursuing. I am writing to ask for your permission to list you as a reference and if you would be willing to provide me with a reference letter for this application if needed in the future.

Part-time as a Financial Analyst at Oreninc for over a year now has been a pleasure. This role helped me build my analysis, financial, time management, team working, leadership and Excel skills. I have learned so much under your guidance and have thoroughly enjoyed my time at your organization as my first ever part-time experience.

The letter of reference is required by the UN by September 1, 2020. If you are able to assist in providing a reference letter, please contact me at [znbrmb@gmail.com](mailto:znbrmb@gmail.com). I have enclosed a link to my online LinkedIn resume, for your reference. Thank you for your time and consideration.

Sincerely,



Zainab Rauf Tramboo

Encl.: [www.linkedin.com/in/zainab-rauf-tramboo](https://www.linkedin.com/in/zainab-rauf-tramboo)