

## INTERNSHIP TERMS OF REFERENCE

### I. IDENTIFICATION OF THE POST

Title:	<b>Intern</b>
Sector of assignment:	<b>Partnerships and Business Development</b>
Organizational unit:	<b>UNDP Junior Professional Officer Service Centre</b>
Country and Duty Station:	<b>Copenhagen, Denmark</b>
Internship duration:	<b>9 months</b>
Supervisor's name:	<b>Jean-Luc Marcelin</b>
Supervisor's title:	<b>Programme Specialist, Partnerships and Business Development</b>

### II. CORPORATE BACKGROUND:

UNDP works in about 170 countries and territories, helping to achieve the eradication of poverty, and the reduction of inequalities and exclusion. We help countries to develop policies, leadership skills, partnering abilities, institutional capabilities and build resilience in order to sustain development results.

UNDP is working to strengthen new frameworks for development, disaster risk reduction and climate change. We support countries' efforts to achieve the new Sustainable Development Goals, which will guide global development priorities through 2030. The key 2030 Agenda principle of leaving no one behind and stamping out inequality is at the core of everything we do.

UNDP focuses on helping countries build and share solutions in three main areas:

- Sustainable development
- Democratic governance and peacebuilding
- Climate and disaster resilience

In all our activities, we encourage the protection of human rights and the empowerment of women, minorities and the poorest and most vulnerable.

### III. INTERNSHIP OFFICE BACKGROUND:

Composed of 16 staff members and part of the UNDP Bureau for Management Services / Office of Human Resources, the UNDP JPO Service Centre is an end-to-end service centre dedicated to the management and administration of the JPO Programmes of UNDP and of thirteen other UN Organizations. The UNDP JPO Service Centre also administers other corporate initiatives targeting young talent, such as the Special Assistant to the Resident Coordinator (SARC) Programme, the Specialist Development Programme (SDP) as well as some Internship Programmes.

Within the above overall context and under the supervision of the JPOSC Programme Specialist, this internship will focus on the implementation and further development of new partnerships and initiatives related to internship programmes, included with the China Scholarship Council.

### III. DUTIES:

The intern will assist in the following duties and responsibilities:

No	Duties and responsibilities	% of time
<i>In this section list the primary responsibilities and tasks of the position. (Include percentages for each duty.)</i>		
1	<b>Supporting the implementation of the UNDP-China Scholarship Council Internship Programme</b> <ul style="list-style-type: none"><li>• Liaising with the CSC and UNDP China on questions related to the implementation of the UNDP-CSC Internship Programme</li><li>• Liaising with UNDP units interested in benefiting from internship placements</li><li>• Liaising with UNDP offices that will benefit from CSC-funded interns</li><li>• Liaising with selected interns on questions they may have and developing a network to support their experience with UNDP.</li></ul>	40%
2	<b>Supporting partnership and business development activities</b> <ul style="list-style-type: none"><li>• Mapping the UNDP donors and partner agencies' interest of funding</li><li>• Assisting with the management of the online request system</li><li>• Assisting with the operations of the alumni networks, including database and social media networks management</li><li>• Creating outreach materials and advertising on social media for potential partners.</li></ul>	40%
3	<b>Supporting other JPOSC activities</b> <ul style="list-style-type: none"><li>• Supporting JPO/intern recruitment activities in correspondence, reference checks, and organizing for interviews</li><li>• Providing general support to the work of JPOSC (e.g. participating in meetings and providing reports and minutes, creating job-post bulletins, drafting, designing and updating communications content).</li><li>• Supporting other/ad hoc activities as seen relevant and needed.</li></ul>	20%

### IV. REQUIREMENTS AND QUALIFICATIONS

#### Education:

Candidates must meet one of the following educational requirements:

- currently in the final year of a Bachelor's degree; or
- currently enrolled in a Master's degree; or
- have graduated no longer than 1 year ago from a master's degree or equivalent studies.

Field of study: **Political Sciences, Human Resources, Development studies** or equivalent.

#### IT skills:

- Knowledge and a proficient user of Microsoft Office productivity tools;
- Experience in web-based management and/or database management is an asset;

#### Language skills:

- English required;
- Knowledge of other UN languages is an advantage.

#### Other competencies and attitude:

- Interest and motivation in working in an international organization;
- Good analytical skills in gathering and consolidating data and research for practical implementation;
- Outgoing and initiative-taking person with a goal oriented mind-set;

- Communicates effectively when working in teams and independently;
- Good in organizing and structuring various tasks and responsibilities;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Responds positively to feedback and differing points of view;
- Consistently approaches work with energy and a positive, constructive attitude.

## **V. INTERNSHIP CONDITIONS**

- UNDP internships are not remunerated. All expenses connected with the internship will be borne by the intern or her/his sponsoring entity;
- UNDP accepts no responsibility for costs arising from accidents and/or illness or death incurred during the internship;
- Interns are responsible for obtaining necessary visas and arranging travel to and from the duty station where the internship will be performed;
- Interns are not eligible to apply for, or be appointed to, any post in UNDP during the period of the internship;
- Interns must provide proof of enrolment in health insurance plan;
- Interns are not staff members and may not represent UNDP in any official capacity;
- Interns are expected to work full time but flexibility is allowed for education programmes;
- Interns need to obtain financing for subsistence and make own arrangements for internship, travel, VISA, accommodation, etc.