

TERMS OF REFERENCE

INTERNSHIP, OPERATIONS SECTION, DILI

UNICEF works in 190 countries and territories to protect the rights of every child. UNICEF has spent 70 years working to improve the lives of children and their families. Defending children's rights throughout their lives requires a global presence, aiming to produce results and understand their effects. UNICEF believes all children have a right to survive, thrive and fulfill their potential – to the benefit of a better world.

For every child, hope.

The UNICEF Internship Programme offers qualified and eligible students at both Headquarters (HQ) and Country Offices (CO) the unique opportunity to acquire direct practical experience in UNICEF's work and the United Nations system under the direct supervision of experienced UNICEF staff.

To be considered for an internship with UNICEF, applicants must meet the following requirements:

- Be enrolled in an undergraduate or graduate degree programme; and
- Be proficient in at least one of UNICEF's working languages: English, French, Spanish, Russian, Mandarin or Arabic. Additional language requirements may apply; and
- Have excellent academic performance as demonstrated by recent university or institution records

Purpose of the internship:

The UNICEF Internship Programme offers eligible/qualified students at both Headquarters and country offices the opportunity to acquire direct practical experience in UNICEF's work under the direct supervision of experienced UNICEF staff. This internship is for the purpose of acquiring organizational knowledge of rules, regulations and processes to supplement academic and theoretical knowledge.

UNICEF in partnership with Ministry of Social Solidarity implementing a Parenting Education Program aiming to enhance the capacities of parents and caregivers in Timor-Leste to follow up their children (0-18 years old) in key caregiving domains through a holistic and comprehensive parenting education programme. This includes implementation of Child Protection system reform through capacity building of social welfare workforces and socialization of Child and Family Welfare Policy. This related program implementation is under the general guidance by the Deputy Representative and the direct supervision of the Child Protection Manager with support from Child Protection Officer, and involves intern to provide professional technical, operational and administrative assistance throughout the programming process for the Social Welfare Capacity Development and Parenting Education Program. See section III for the related detailed responsibilities aligned to the 2017 annual work plan of UNICEF Timor-Leste signed with the Minister of Social Solidarity (MoSS).

Under the general guidance by the Deputy Representative and the direct supervision of the Child Protection Manager with support from Child Protection Officer, the intern will

1. Support to the roll out of Child and Family Welfare Policy while using the Policy Implementation Group Action Plan by:

- Working with MoSS' National Directorate for Social Development (DNDS) and UNICEF, socialize the Child and Family Welfare Policy
 - Providing technical support to the Policy Implementation Group to document all the good practices and lesson learned. Provide technical support to the implementation of community mapping activities of Policy Implementation Group at municipality level, including data entry and analysis of its results.
2. Support to the Roll out of the Social Welfare Capacity Development in coordination with MoSS, involving:
 - Support the TWG in rollout of the Social Welfare Workforce Capacity development by using the existing competency based modules
 - Providing technical support to TWG in analyzing the pre and post training assessments of the training
 3. Support the Implementation of the Parenting Education Program by:
 - Providing technical support to implement parenting education program through home visits by using the parenting education home visit guidelines
 - Providing technical support for the implementation of parenting education sessions by using the parenting education modules

Start date: Around May or June

Duration: four months

Qualifications:

- Currently enrolled in a graduate (Master's) or undergraduate (Bachelor's) degree in the area of Social Science, esp. Social Work related.
- Completed at least two year of full-time studies of the undergraduate degree;
- Excellent academic performance, as demonstrated by academic records
- Proficiency in written and spoken English
- Knowledge of Portuguese, Bahasa Indonesian or Tetum is an asset
- Cultural sensitivity
- Good communication, facilitation and presentation skills
- Able to manage individual tasks and promote teamwork

For every Child, you demonstrate...

Our core values are Commitment, Diversity and Integrity and our Core Competencies in Communication, Working with People and Drive for Results.

UNICEF is committed to diversity and inclusion within its workforce, and encourages qualified female and male candidates from all national, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of our organization.