

## TERMS OF REFERENCE

### INTERNSHIP, IN-COUNTRY LOGISTICS UNIT, COPENHAGEN

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:**

Under the general supervision and guidance of the Logistics Manager in the In-Country Logistics unit, this position supports the team in conducting data collection and monitoring and helping in communicating to the supply community through different platform on in-country logistics activities.

#### **Main Duties and Responsibilities:**

- Support with communicating on the intranet page, infographics on Global performance
- Prepare communications for the supply community
- Preparing, drafting and formatting documents and presentations as required
- Contribute to the development of procedures in the realm of logistics activities for country offices
- Monitoring and evaluation, including follow up analytics on Service manager calls, intranet page, hotspot, yammer traffic relating to the supply community
- Helping to organise (administrative and logistics aspects) trainings such as but not limited to WIM
- Complete other duties as assigned

*Start date: May 2017*

*Duration: 4 months*

#### **Qualifications:**

#### **Education:**

BA degree or higher, preferably in Logistics, Supply Chain Management, Operations Research, Business administration, or related field.

**Work Experience:**

Work experience in a context related to logistics, or supply chain management is an advantage.

**Technical skills:**

Excellent written and verbal communication and interpersonal skills are essential

Strong analytic skills, including interest and affinity for data analytics

Experience with Microsoft Word; Microsoft Excel; Microsoft PowerPoint, Outlook and basic administrative skills

A proactive approach to work with a proven ability to work independently and problem solve

Results oriented, a team worker and a strong sense of corporate responsibility, Respond positively to feedback and differing points of view. Attentive to details, able to multi-task and meet deadlines

**Languages:**

English: excellent conversational and writing skills, UN Language an asset

**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.