UNITED NATIONS   NATIONS UNIES

Terms of reference

Job Opening number	:	24-Executive Office of the Secretary-General-231662-Intern
Job Title	:	Intern - Programme Management
General Expertise	:	Programme Management
Category	:	Project Management
Department/ Office	:	Executive Office of the Secretary-General
Organizational Unit	:	EOSG ODSG SDU

Purpose

The role of the Executive Office of the Secretary-General (EOSG) is to support the Secretary-General (SG) in performing the function as "Chief Administrative Officer" of the Organization, who shall act in that capacity and perform "such other functions as are entrusted" by the Security Council, General Assembly, Economic and Social Council and other UN organs. These guidelines both define the responsibilities of the office and grant it considerable scope for action.

Within the EOSG, the Sustainable Development Unit (SDU) works towards the promotion and implementation of the 2030 Agenda for Sustainable Development and the Paris Agreement on Climate Change, among others. Its strategy is aimed at leveraging the unique position, role and convening power of the Secretary-General and of the Deputy Secretary-General (DSG) towards maintaining momentum, accelerating implementation, and promoting ambition on Sustainable Development Goals. SDU also supports the strategic engagement of the SG and the DSG on sustainable development issues, including financing for development, social protection and jobs, environment and climate action, gender equality, global health, data for the SDGs, transforming food systems and other related issues to the 2030 Agenda.

The internship is for 6 months.

Duties and Responsibilities

• Provide policy analysis on the Sustainable Development Goals (SDGs), collaborating across the different areas of work within the Sustainable Development Unit (SDU) and supporting coordination with relevant divisions of the Executive Office of the Secretary-General (EOSG), United Nations Agencies, and Member States.

• Help monitor, identify and analyze political and thematic global trends related to sustainable development, across regions.

• Support the preparation of analytical reports, papers, talking points, background notes, correspondences, key messages, video remarks, interviews, and daily briefs.

• Assist in coordinating the formulation of workplans, strategies, programmes, and policies.

• Drafting minutes of meetings and ensuring timely follow-up.

Ultimate result of service

There are nine thematic tracks for internships with the Sustainable Development Unit (please specify which track you are best suited to in your cover letter):

1. Financing for Development: Assisting with analysis and research for the stocktaking of the Secretary-General's Finance Strategy for the 2030 Agenda for Sustainable Development. Supporting workstreams under the Financing for Development, and preparations for upcoming events, including the Summit of the Future, the Financing for Development Summit, G20, G77, etc. Supporting the Special Envoy on Financing the 2030 Agenda for Sustainable Development on an ad-hoc basis, including in the lead-up to COP29.

2. Environment: Advocating for the implementation of the Paris Agreement through related process such as the UN Ocean Conference, the post-2020 Global Biodiversity Framework, reduction in plastic pollution, climate adaptation and mitigation, and the New Urban Agenda, among others environmental goals.

3. Health: Supporting the Secretary-General's efforts to strengthen global health systems, advancing pandemic preparedness, adopting universal health coverage,promoting mental health advocacy, developing institutional capacity for health services in underserved regions. .

4. Gender: Supporting the Secretary General's office mandate to respect gender equality across the world, through equal labour opportunities, remuneration, and recognition, protect women and girls from systemic discrimination and violence, and increase opportunities for gender empowerment, worldwide.

5. Reforms and Interagency Coordination: Supporting oversight and coordination of recommendations and follow up of intergovernmental decisions outlined in the Secretary-General's "Our Common Agenda" Report related to sustainable development.

6. Governance, Peace and Security: Supporting analysis, initiatives, forums and engagements on humanitarian, peace and development matters. Contributing to monitoring, analysis and engagement on priority regions, countries, and topics, including the Sahel, the Horn of Africa, the Great Lakes Region, Haiti, and Afghanistan; the collaboration with the African Union; and climate security and advancing development in complex settings. Contributing to aspects of the United Nations reform, particularly those that pertain to cross-pillar collaboration and coherence.

7. Disability Inclusion and Leaving No One Behind: Supporting the coordinated implementation of the United Nations Disability Inclusion Strategy by entities and UN country teams across both programmes and operations, including by contributing to: collection and review of good practice; research, analysis and monitoring of the Strategy; provisioning of technical assistance; and outreach to external stakeholders, including organizations of persons with disabilities. Supporting analysis, initiatives, forums and engagements related to the achievement of the 2030 Agenda commitment to Leave No One Behind.

8. SDG Data: Contributing to the implementation of priority use cases under the Secretary- General's Data Strategy including assisting with data financing fundraising efforts, supporting advocacy efforts to fill SDG data gaps and improving distribution of United Nations data.

9. Sustainable Food Systems: Supporting the team advance on the Office's efforts related to the transformation of food systems, to make them more sustainable, while providing greater food security to all. Support in relevant projects to move forward on the Secretary General's Call to Action for Accelerated food systems' transformation.

Travel Details

N/A

Travel	Per Diem	Other	Total
0	0	0	0

Output/Work Assignments

Interns will engage in dynamic and impactful projects aligned with the unit's workstreams. Work assignments per workstream are set out in the Duties and Responsibilities section.

Administrative Details

Duration:　　　　　　　　　　　　　6 months

Desired Start Date:　　　　　　　2024-07-01

Contract Duration

Overall Contract Duration:　　　　6 months

Estimated amount of actual
time to worked (days, weeks, months):　6 months

Regular Working Hours
(if applicable):

Total Remuneration:

Payment Terms:

Qualification Requirements/Evaluation Criteria

Education:

Applicants to the United Nations Internship Programme must at the time of application meet one of the following requirements:

1) Be enrolled in, or have completed, an undergraduate (Bachelor's level or equivalent) or a graduate school programme (second university degree or equivalent or higher such as Master's degree or equivalent, Ph.D. or post-graduate degree).

Language:

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English is required.

JFQ/JSQ:

working experience is not required to apply for the United Nations Internship Programme, but would be preferable.

Your training, education, advance course work or skills should benefit the United Nations during your internship.

Applicants must be a student in the final year of the first university degree (bachelor or equivalent), Master's or Ph.D Programme or equivalent, or have a completed a Bachelor's, Master's or Ph.D Programme. Do you meet any of the above criteria? If yes, please indicate which one and attach proof to the application. Please note that you will have to provide an official certificate at a later stage. Please explain.

Candidates for the UN Internship Programme are required to cover the cost of travel including visa, accommodation, health insurance and other living expenses for the duration of the internship. Will you be able to cover all the above-mentioned expenses? Please explain.

Supervisor Name: _____

Title: _____