

UNICEF Internship Programme - Positions and Details

General Requirements

Be enrolled in an undergraduate or graduate degree programme;

Be proficient in at least one of UNICEF's working languages: English, French, Spanish, Russian, Mandarin or Arabic.

Additional language requirements may apply;

Have excellent academic performance as demonstrated by recent university or institution records

View the competency framework at

http://www.unicef.org/about/employ/files/UNICEF_Competencies.pdf

职位名称 New Aid Modalities Intern

职位代码 FFI_01

工作地点 New York

Start date: 1 March 2018

Duration: 6 months

Modality: Full-time

Main Responsibilities And Tasks

Monitor financing trends and opportunities for child-focused investments across the major sources of domestic / international and public / private finance. Support data analysis on investing in children and youth for Financing for Development (FfD) follow-up, particularly analysing OECD data of the 2015 and 2016 ODA disbursements on child-related sectors, using relevant statistical software. Attend selected FfD inter-agency task team (IATF) meetings and prepare summaries and reports for management's information and follow-up actions.

Monitor financing trends, evidence, and policy issues in major Global Programme Partnerships like Global Vaccine Alliance (Gavi), Global Fund to Fight AIDS, Tuberculosis and Malaria, or the Global Partnership for Education.

Follow and advise on debates about new financing models within key international finance providers including World Bank, IMF, Regional Development Banks

Support management of grants and contributions, including through review of grant agreements, drafting of correspondence, etc.

Qualifications

Education: Enrolled in an undergraduate or graduate degree programme with a preferred major in international development or related field.

Language: Fluency in English. Knowledge of other UN working languages is desirable.

Competencies: Strong analytical skills and ability to synthesize concepts and materialize and communicate these clearly and concisely. Research and report writing skills.

Communication - Effectively presents thoughts and ideas, including complex technical concepts, in a clear, concise and readily understood manner - both verbally and in writing. Listens to and acknowledges others' perspectives and views.

<p>Assist in preparing briefing materials and short guidance documents for UNICEF senior management, regional and country offices (for the division website/ Resource Partner Management System) to inform offices on when and how to engage with Global Partnerships and International Finance Institutions. Update intranet documents on GPPs and IFIs.</p> <p>Support the team's technical assistance function provided through relevant global and regional meetings, as well as with specific country offices as needed, including the preparations of the presentation, technical guides, case studies, etc.</p> <p>Support other functions of the New Aid Modalities Team as needed.</p>	<p>Flexibility - Works effectively on multiple assignments simultaneously and adapts to changing demands and circumstances.</p> <p>Good communication and interpersonal skills – able to work well in a team environment.</p> <p>Ability to work independently.</p> <p>Note: There is no expectancy of employment at the end of the internship. UNICEF is not responsible for obtaining any necessary visas.</p>
<p>The intern will be based at UNICEF House New York. S/he is not expected to travel during the assignment.</p>	

职位名称 Communication Section UNICEF Timor-Leste

职位代码 FFI_07

工作地点 Timor-Leste

Main Responsibilities And Tasks	Qualifications	Living Conditions
<p>Support to document UNICEF works in the communities and with key implementing partners, identify best practices and develop success stories to be shared through donor reporting, media and other communication channels.</p> <p>Produce and archive communication materials such as photographs, publication design files and videos.</p> <p>Support to Community radio project to reach to the vulnerable community through public broadcasting</p> <p>Support to manage UNICEF Facebook page and website of UNICEF Timor-Leste including other social media.</p> <p>Assist with the preparation of the celebrations of various public events through media liaison, drafting press releases, press conference organization, etc.</p> <p>Assist in other tasks as required.</p>	<p>Currently enrolled in a university degree programme in Communication, Journalism or related field; senior students are encouraged to apply as well.</p> <p>Capable of producing video news reel/story for social media.</p> <p>Work experiences in the field of development, specifically in the field of communication and social media.</p> <p>Experience of using in different publications software including publisher and video filming and editing are desirable.</p> <p>Experience in the field of journalism, communication, public information or other related field is an asset.</p> <p>Skills :</p> <p>Good understanding on social media and website</p> <p>Good multicultural communication skills</p> <p>Good in networking</p> <p>Full proficiency in English and writing skills</p>	<p>The position will be based in the capital, Dili of Timor-Leste. Living conditions in Dili are comfortable but residents must make concessions due to the tropical climate and under-developed infrastructure. Most commodities may be purchased in Dili. The duty station is a relatively peaceful place to settle in with living expenses being quite reasonable. The medical conditions in the country may be somewhat a concern, but has basic facilities available with access to neighboring cities in Singapore, Bali or Australia for better medical care.</p>

Competencies :

- Core values: Diversity and inclusion, Integrity, Commitment
- Core competencies: Communication, Working with People, and Drive for Results
- Functional competencies: Formulating strategies and concepts, Analyzing, applying technical expertise, Learning and researching, Planning and organizing.

职位名称 Research Intern

职位代码 FFI_17

工作地点 Kampala, UNICEF Uganda

Main Responsibilities And Tasks	Qualifications
<p>Task</p> <p>Evidence generation on FGM/C - Further analysis on FGM/C in Uganda – including analysis on the practice and how it links to other factors (health/poverty etc.) – with a view to guide efforts to ending the practice in Uganda.</p> <p>Conduct research and analysis of data (e.g. FGM/C survey, UDHS, UNHS and other relevant national statistics) and the macroeconomic context as it relates to FGM/C and efforts to end the practice. This will include: Review and conduct further analysis/interpretation of the data from the FGM/C survey as well as other relevant sources such as the UDHS, UNHS and information on the FGM/C response in Uganda, literature review, key informant interview</p> <p>Produce advocacy and policy briefs on the findings and recommendations of the analysis, targeting decision-makers, the public as well as CSOs</p> <p>Produce a paper for publication in a peer reviewed journal based on the FGM report/data and other relevant data sources.</p> <p>End Products/ Deliverables:</p> <p>Advocacy and policy briefs</p> <p>PPT summarizing the key findings and recommendations</p> <p>Paper on FGM/C for publication in a peer reviewed journal</p> <p>A monthly progress report</p>	<p>1. EDUCATION (knowledge):</p> <p>Be enrolled in a graduate or PHD Degree programme or be a recent graduate (within the past two years).</p> <p>A first degree in economics or social/political sciences.</p> <p>Be proficient in at least one of the UNICEF working languages: English, French or Spanish and fluent in the working language of the office (English).</p> <p>2. EXPERIENCE AND SKILLS</p> <p>Good research and analytical skills. Familiarity with statistical software such as STATA, and large surveys such as National Household Surveys and Demographic and Health Surveys, is a significant advantage.</p> <p>Good communication and interpersonal skills. Ability to plan, organize, solve problems, implement, monitor and evaluate tasks and to deliver outputs to meet required deadlines; ability to relate well with a multiplicity of stakeholders; self-motivated and team worker, and of demonstrable and unquestionable level of integrity.</p> <p>Excellent communication, drafting and report writing skills.</p>

职位名称 Global Education Cluster Intern

职位代码 FFI_20

工作地点 Geneva, Switzerland

Main Responsibilities And Tasks	Qualifications
<p>The aim of this internship is to support research, communications and advocacy activities.</p> <p>The intern will:</p> <ul style="list-style-type: none">Support the development of communications content for the GEC website and social media channelsAssist in the production of content for the country webpage, such as partner spotlights, news items, short articles about the situation in different emergency contextsCurate media content from country colleaguesSupport desk research for education in emergencies tools and evidence base developmentConduct thematic research on key education in emergencies topics such as protection and financing education	<p>At a minimum, studying for an undergraduate degree (see Eligibility section below), preferably in International Relations/Affairs, Political Science, Social sciences, Communications or Business Administration. A Master's degree is highly desirable.</p> <p>Fluent in English. Knowledge of French is an advantage.</p> <p>The duration of this internship should be between 3 and 6 months. Applicants must state their availability in their cover letter. Applicants must be currently enrolled in an undergraduate, graduate or PhD degree programme, or be a recent graduate. Applicants enrolled in an undergraduate school must have completed at least two years of full-time studies at a university or equivalent institution towards the completion of an undergraduate degree. All interns must be at least 18 years old. Applicants who have graduated within the past two years are considered recent graduates.</p>

职位名称 Innovation& Knowledge Management Intern

职位代码 FFI_29

工作地点 Dakar

Main Responsibilities And Tasks	Qualifications
<p>Technical support</p> <p>Provide support and technical assistance to countries in the area of Technology for Development (T4D). Assist programme sections to identify and assess new T4D initiatives, or new phases of on-going initiatives.</p> <p>Support the ICT Specialist- T4D in the identification of innovative technologies, processes and products, including suitable solutions that correspond to programme needs.</p> <p>Support the ICT Specialist- T4D in negotiation and engagement with the telecommunications companies and Regulatory Authorities, and contract development by either UNICEF or implementing partners.</p> <p>Partnership</p> <p>Research, identify, and suggest potential partners in the areas of innovation and Technology for Development.</p> <p>Support negotiation and management of innovative partnerships.</p> <p>Support establishment of long-term strategic engagements (such as LTAs, PCAs, SSFAs and MoUs) with strategic partners.</p> <p>M&E and Documentation</p> <p>Support documentation and development of communication materials for innovation and Technology for Development related projects.</p> <p>Support the monitoring and evaluation of innovation and Technology for Development projects.</p> <p>Capture lessons learned from various projects and share within the country office and UNICEF at large.</p> <p>Capacity building</p> <p>Support the ICT Specialist- T4D in strengthening the capacities of UNICEF staff and partners in the areas of Technology for Development by identifying appropriate online and onsite training.</p>	<p>University degree in information systems, Management Information Systems, Software Engineering, Computer Science or related fields</p> <p>Fluency in written and verbal French & English</p>

职位名称 Global Staff Association Intern

职位代码 FFI_30

工作地点 New York

Main Responsibilities And Tasks

THE GOAL: The **Goal of the Voice! Program** is to:
Empower staff to use their voice and express themselves clearly
Develop the ability of staff to manage upwards to their supervisor
Promote enhanced feedback culture
Boost the courage of staff to speak up of day-to-day issues concerning their work and well-being.
Support difficult conversations and feedback with useful tools, techniques, and practical examples

INITIAL ACTIONS

1. A concept note was prepared and shared with staff which proposed the establishment of Task Forces at Country, Regional/Divisional and Global levels to enable a wider reach of staff as this concern is deeply-engrained in our system as affirmed by all staff surveys over the years.
2. Task forces have been formed in a number of countries.
So far:
a. At the Duty Station level - so far, about 40 Offices have put in place a Task Force that includes membership agreed upon jointly by the respective Management and Staff Association.
b. At the Regional level, the Regional Joint Consultative Committee members which include the leadership of the Regional Staff Association as well as the leadership of the Regional Office are Task Force Members.
c. At the Global level, a Global Steering Committee has been established made up of members representing management and staff. The Steering Committee will have the role of providing vision and direction to the other levels.

Recognizing the very large size of the organization, it is believed that a critical mass has been attained to move ahead with the initiative. Additional Task Forces will be included as and when finalized.

1. Brainstorming sessions have been held jointly with the Performance Management team of the Division of Human Resources (DHR) together with a human resources consultancy management firm, MayCoach. Through the brainstorming sessions, the title “The Voice” has been

Qualifications

At a minimum, studying for an undergraduate degree, preferably in International Relations/Affairs, Political Science, Social sciences, Communications or Business Administration. Fluent in English.

The duration of this internship should be between 3 and 6 months. Applicants must state their availability in their cover letter. Applicants must be currently enrolled in an undergraduate, graduate or PhD degree programme, or be a recent graduate. Applicants enrolled in an undergraduate school must have completed at least two years of full-time studies at a university or equivalent institution towards the completion of an undergraduate degree. All interns must be at least 18 years old. Applicants who have graduated within the past two years are considered recent graduates.

adopted. This was seen to be stronger and more inclusive than the “Speak-Up Culture” which is perceived to focus on one angle only to an otherwise very broad problem. The Voice! will support staff to feel empowered to speak up, manage up, and handle difficult conversations – giving them the tools and confidence they need to be successful and effective in their work.

1. A brief presentation of The Voice initiative has been shared with the Global Management Team at its meeting in early February 2018, and received good feedback in support of the initiative.

职位名称 ECARO Partnership Section Intern

职位代码 FFI_33

工作地点 Brussels/ Geneva, Switzerland

Between 2 and 6 months starting as soon as possible

Main Responsibilities And Tasks	Qualifications
<p>Key Tasks</p> <p>The intern will carry out the following key tasks:</p> <p>Support the review of concept notes, donor reports and proposals by UNICEF country offices in Europe and Central Asia.</p> <p>Assist with minute taking and report writing on meetings, webinars and workshops in Brussels with a focus on the ECARO priority agenda.</p> <p>Carry out research on EU policy developments and partnership opportunities; draft alerts and updates with relevance to most excluded children in European and Central Asia.</p> <p>Contribute to briefing notes, advocacy papers and other knowledge product of relevance to ECARO priorities.</p> <p>Assist with scheduling, planning and preparing for meetings with EU counterparts.</p> <p>Support the Brussels-based Partnership Manager in liaison with Country Offices and ECARO sections.</p> <p>Contribute to the EU relevant priorities of the ECARO Section mentioned above.</p> <p>Reporting</p> <p>The volunteer will report to the ECARO Partnerships Manager based in Brussels.</p> <p>Learning and development</p> <p>A learning and development plan will be agreed with the intern, aiming at:</p> <p>Enhancing and updating knowledge of EU institutions and policies;</p> <p>Improving understanding of UNICEF's activities, policies and organisation;</p> <p>Improving basic organisation and communication skills;</p> <p>The Intern will receive supervision, guidance and coaching by the immediate supervisor from the start of the assignment and will be assigned projects related to her/his area of study.</p>	<p>A university degree in human rights, political science, international development, humanitarian aid or related field.</p> <p>Genuine interest in and basic knowledge of children's rights; understanding of UNICEF's mandate is a must.</p> <p>Familiarity with the functioning of the European Parliament and the European Commission; working or research previous experience related to the European Parliament and/or the European Commission is a strong asset.</p> <p>Proven ability to synthesize information and communicate it simply and effectively; superior English writing skills and research skills; strong analytical skills.</p> <p>Ability to operate in a diplomatic environment, using tact and judgement. Ability to work in an international and multicultural environment.</p> <p>Excellent command of oral and written English. Knowledge of French and/or another EU language an asset.</p> <p>Knowledge of office computer systems (Word, Excel, PowerPoint) and internet research.</p>

职位名称 Innovation& Knowledge Management Intern

职位代码 FFI_35

工作地点 Dakar

Main Responsibilities And Tasks	Qualifications
<p><u>Job organizational context</u> The innovation & knowledge Management specific job description is to be used where innovation is a major component of the Country Program. The Fellow reports to the ICT Specialist-T4D who is at Level NO 3.</p> <p><u>Purpose for the job</u> Support in the development and implementation of Innovation strategy under the guidance of the ICT Specialist-T4D, aimed at improving the efficiency and effectiveness of UNICEF's programmes across the region.</p>	<p>University degree in information systems, Management Information Systems, Software Engineering, Computer Science or related fields</p> <p>Fluency in written and verbal French & English</p>
<p>Summary of key functions/accountabilities:</p> <p>Technical support</p> <p>Provide support and technical assistance to countries in the area of Technology for Development (T4D). Assist programme sections to identify and assess new T4D initiatives, or new phases of on-going initiatives.</p> <p>Support the ICT Specialist- T4D in the identification of innovative technologies, processes and products, including suitable solutions that correspond to programme needs.</p> <p>Support the ICT Specialist- T4D in negotiation and engagement with the telecommunications companies and Regulatory Authorities, and contract development by either UNICEF or implementing partners.</p> <p>Partnership</p> <p>Research, identify, and suggest potential partners in the areas of innovation and Technology for Development.</p> <p>Support negotiation and management of innovative partnerships.</p> <p>Support establishment of long-term strategic engagements (such as LTAs, PCAs, SSFAs and MoUs) with strategic partners.</p> <p>M&E and Documentation</p> <p>Support documentation and development of communication materials for innovation and Technology for Development related projects.</p> <p>Support the monitoring and evaluation of innovation and Technology for Development projects.</p> <p>Capture lessons learned from various projects and share within the country office and UNICEF at large.</p> <p>Capacity building</p> <p>Support the ICT Specialist- T4D in strengthening the</p>	

capacities of UNICEF staff and partners in the areas of Technology for Development by identifying appropriate online and onsite training.	
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职位名称 Staff Counsellor ECAR Intern

职位代码 FFI_37

工作地点 Geneva, Switzerland

Main Responsibilities And Tasks	Qualifications
<ul style="list-style-type: none">· Assist in the preparation and coordination of Peer Support Training events (hotels, visas, programme, catering etc.)· Conduct customer service satisfaction evaluations of staff wellbeing services in ECAR and compile results (online surveys, questionnaires)· Contribute to researching and piloting Resilience Building e-learning to staff in ECAR· Assist the Regional Staff Counsellor in preparation of wellbeing missions in ECAR; post mission reporting and follow up.· Carry out research in English on tools to enhance staff wellbeing such as stress prevention and building resilience (apps, online material)· Contribute to the Global Staff Wellbeing intranet page by checking materials are up to date/relevant· Carry out research on external and UN mental health providers in the ECAR and keep data base up-to-date Assist UNICEF with the organisation and/or participation in regional or global events on staff wellbeing	<p>An undergraduate or postgraduate with a Bachelor University degree in counselling, clinical psychology or related mental health or social work profession.</p> <p>Demonstrated interest in mental health and willingness to learn</p> <p>Excellent IT skills</p> <p>Excellent communication and organizational skills</p> <p>1 year experience of working in an administrative assistance role (desirable)</p> <p>Fluency in written and spoken English</p>

职位名称 Child Protection

职位代码 FFI_40

工作地点 Malawi

Main Responsibilities And Tasks

Support an assessment of the criminal justice response to sexual violence and advocacy to ensure children's access to justice;

Document promising practices, especially at district and community levels, for learning and partnership building; and

Support research and evaluation initiatives to inform programming and advocacy.

Qualifications

An advanced university degree (Master's or higher) in law, social work, psychology, sociology, child development or other social science.

**A first University Degree in a relevant field combined with 2 additional years of professional experience may be accepted in lieu of an Advanced University Degree.*

A minimum of 2 years of relevant professional experience in law, justice, social welfare, child protection and other related areas.

Developing country work experience and/or familiarity with emergency is considered an asset.

Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.

The technical competencies required for this post are:

Formulating strategies and concepts (I)

Analyzing (II)

Applying technical expertise (II)

Learning and researching (II)

Planning and organizing (II)