TERMS OF REFERENCE

Internship

Global Programme Coordination Intern

Assisting with organization of workshops, communications, outreach and programme coordination activities

Duration: minimum 4 months (starting January/February 2017) at UNV headquarters in Bonn, Germany.

Background

The United Nations Volunteers (UNV) programme is the UN organization that contributes to peace and development through volunteerism worldwide. Volunteerism is a powerful means of engaging people in tackling development challenges, and it can transform the pace and nature of development.

Volunteerism benefits both society at large and the individual volunteer by strengthening trust, solidarity and reciprocity among citizens, and by purposefully creating opportunities for participation. UNV contributes to peace and development by advocating for recognition of volunteers, working with partners to integrate volunteerism into development programming, and mobilizing an increasing number and diversity of volunteers, including experienced UN volunteers, throughout the world. UNV embraces volunteerism as universal and inclusive, and recognizes volunteerism in its diversity as well as the values that sustain it: free will, commitment, engagement and solidarity.

Global Programme Coordination

In nearly fifty years of work in more than 140 countries UNV has amassed a considerable wealth of expertise in strengthening the complementary roles of public institutions and people in peace & development.

UNV’s global network of thousands of UN Volunteers, of all ages and from all walks of life, stimulates innovation and collaboration. This has a revitalizing effect on the work of our partners. As a bridging organization between the UN, civil society and governments, UNV is ideally suited to facilitate the effective and inclusive engagement of civil society and community groups, enabling grassroots mobilization and expanding civic engagement for development. UNV, whose volunteers are overwhelmingly from the Global South, is able to facilitate the transfer of skills and experience across different groups of developing countries.

UNV’s five global programme areas (Securing access to basic social services, Community resilience for environment and disaster risk reduction, Peacebuilding, Youth, National capacity development through volunteer schemes) seek to address the most pressing issues of today, and build on the considerable technical expertise and networks that UNV has developed in nearly half a century of working at the grassroots to policy levels in more than 140 countries.

Having a programmatic approach enables UNV and its partners to link initiatives at global, regional and national levels to common outcomes, focused on a clearly-defined results approach.
Duties and responsibilities

Under the overall guidance of the Communication Specialist, the intern will support the project coordination as well as research and monitoring developments through different channels. Depending on the competencies and interests of the interns, assignments will include:

- Assist the preparation of corporate events
- Assist collecting and updating of information from UNV projects and other sources as well as data entries
- Monitor, analyze, synthesize and consolidate developments, press clippings and reports with regards to the relevant global policy frameworks and developments.
- Develop reports or short articles on volunteer stories, lessons learned, and recommendations on good practices in relation to the integration of volunteerism into development programming.
- Research, collect, analyze and edit documents related to evidence of the impact of volunteerism on peace and development.
- Prepare presentations and documents for in-house committees and Field Units.
- Perform other duties as required.

The interns are also expected to strengthen their knowledge and understanding of the concept of volunteerism as well as the above mentioned policy frameworks by reading relevant UNV and other publications.

Learning opportunities for the intern

- General understanding of the work and mission of the UNV programme, the role of stakeholders and partners at national and global level and of volunteerism’s contribution to development effectiveness;
- Insight and hands-on experience in UNV’s role in facilitating and promoting projects;
- Insight and hands-on experience in organizing and running complex projects; and
- Becoming more familiar with working in an International Organization and in a multicultural environment

Minimum Qualifications & Experience

- **Education**: Completed undergraduate degree (Bachelor) and current enrollment in a Master’s degree or equivalent. *Only those students who will return to their studies upon completion of their internship assignments are eligible;*
- **Field of study**: Development-related fields such as economics, international relations, anthropology, sociology, public or business administration, or environmental studies. Other fields of study may be considered;
- **Language skills**: Written and spoken proficiency in English and preferably in an additional official UN Language (French, Spanish, Arabic, Russian, Chinese);
- **Demonstrated interest** in the field of development and the work of international organisations.
- **Previous experience in:**
  - organization of workshops/ events
- partnership building and stakeholder consultations
- and/or communications and campaign management
- and/or research and policy development as well as experience in developing countries is desirable.
- Knowledge of the UN work environment an advantage.

• Enthusiastic about the role of volunteerism and participation in peace and development and ready to learn.
• Good oral and written communications skills and demonstrated research abilities and interest
• Internet proficiency as well as proficiency in MS Office (Word, Excel, PowerPoint) is required.
• Experience with the development of statistics, charts in Excel and Web 2.0 tools (especially social networking) an asset.
• **Experience in volunteering and gender related issues and studies is a strong asset.**

**General Terms and Conditions**

• UNDP Conditions of Service for interns (http://www.undp.org/internships/) apply for interns working at UNV Headquarters.
• The Internship Programme operates on a non-remunerative basis. Costs and arrangements for travel, visa, accommodation and living expenses are the responsibility of the intern.
• The purpose of the Internship Programme is not to lead to further employment with UNV but to complement an intern’s studies. Therefore, there should be no expectation of employment at the end of an internship.
• UNV accepts no responsibility for the intern’s medical insurance or for costs arising from illness during the internship. Interns are required to provide proof of medical insurance coverage.
• Only short-listed candidates will be contacted and called for a motivational interview that will take place on an ongoing basis.
• Please also refer to UNV’s general terms and conditions for internships at UNV at http://www.unv.org/about-us/employment/internship.html

**Applications** (Application form [MS Word], CV and a short paragraph on your motivation in English) should be sent via e-mail to kati.leipold@unv.org