



UNFPA Internship Opportunity – Autumn 2021

Job Description and Terms of Reference

Closing date: Friday 30 July 2021

Position:	Intern, UNFPA London Representation Office, UK
Duration:	September/October to December 2021 (approx. 4 months depending on agreed start/end dates)
Time:	The internship will be full time
Where:	Given the ongoing COVID-19 pandemic, the applicant will need to be able to work both remotely (i.e. from home) and from UNFPA's office in central London (nearest tube stations are Marble Arch and Bond Street). The exact schedule will depend on movement restrictions at the given time, as set out by the UK government. Dependent on any given national or local restrictions, the nature of the work will require participation in meetings and events in London.
Conditions:	Please see the financial aspects section below. The internship will receive a monthly stipend rate (pro rata) of 740.00 GBP (based on UN per diem rates). Costs related to travel, insurance, visa and accommodation will exclusively be covered by the applicant. Proof of medical insurance will need to be submitted before the internship begins. The applicant will need to provide their own IT/laptop as this will not be provided by UNFPA. The Intern will be entitled to 1.5 days paid annual leave per full calendar month.

Who we are:

UNFPA, the United Nations Population Fund, is the UN's sexual and reproductive health agency. UNFPA works to deliver a world where every pregnancy is wanted, every childbirth is safe, and every young person's potential is fulfilled. Since UNFPA was founded in 1969, it has expanded the possibilities for women and young people in over 150 countries to lead healthy and productive lives. By 2030, we aim to achieve universal access to sexual and reproductive health and rights for all by:

- Ending preventable maternal death
- Ending the unmet need for family planning
- Ending violence and harmful practices against women and girls, including female genital mutilation (FGM) and child marriage.

For this purpose, UNFPA supports sexuality education and information; access to health care during pregnancy and childbirth; and access to contraception, including condoms to protect against HIV/AIDS and other sexually transmitted infections. UNFPA also supports developing countries with population data collection and analysis for national development strategies, as well as jointly leading, with UNICEF, the UN Joint Programmes to end FGM and Child Marriage.

UNFPA is on the ground before, during and after crises to ensure that sexual and reproductive health and responses to gender-based violence are integrated into emergency responses. UNFPA deploys personnel, trains medical professionals, provides safe spaces, and ships hundreds of hygiene supplies and reproductive health kits to crisis settings, providing life-saving services.

The London Representation Office was established in January 2017 as UNFPA's first permanent presence in the UK. UNFPA's Headquarters are located in New York. The Fund has country or regional offices in over 155 countries and territories around the world. For more information on UNFPA's work, please visit our website at www.unfpa.org.

Tasks and responsibilities:

1. To conduct a mapping of UK-based foundations, philanthropy and private sector with interests relevant to UNFPA's mandate, and provide advice on options for engagement
2. Draft working documents, readouts/reports and action points of key meetings to ensure information is shared with colleagues and to track delivery of actions
3. Track and analyse UK Parliamentary work related to UNFPA's interests, and support the London Representation Office's interactions with Parliamentarians and Committees
4. Support the organisation of events and meetings (virtual and/or in person) where UNFPA is the lead, a partner or speaker, including drafting concept notes, event and stakeholder management, and relevant preparations such as presentations, talking points, publicity materials or social media
5. Assist the London Representation Office in outreach to key partners and stakeholders, contribute to ideas and shaping plans for activity throughout autumn 2021-Spring 2022
6. The successful intern should be ready to assist in other related duties as required, including ad hoc tasks. Objectives will be set for each task. Providing regular updates against these objectives will be important to review progress.

Qualifications and Experience:

1. Enrolment in or recent completion (within one year) of a University of Bristol postgraduate programme
2. Fluency in written and spoken English is required
3. Excellent interpersonal and communication skills, and strong written skills including the ability to write clearly and concisely with attention to detail
4. A good record of organisational skills, creative thinking, problem solving, applying sound judgment, and working with others in partnership to deliver common aims
5. The ability to work independently and productively in a fast-paced environment to deliver objectives
6. IT skills and web literacy – UNFPA uses MS and Google Suites

Learning Elements:

This assignment provides multiple opportunities for learning and development – something the London Representation Office takes very seriously. In particular, the assignment will provide opportunities to develop:

1. An increased understanding of the UN system especially UNFPA's mandate and key areas of activity
2. An understanding of UK international politics and priorities relating to gender equality, sexual and reproductive health and rights (SRHR), and international development
3. Good written communication skills in drafting briefings and readouts/reports of key meetings
4. Networking skills across a wide range of government officials, Parliamentarians, Civil Society representatives and private sector
5. Experience of event management and analysing the UK funding/donor landscape
6. Experience of working as a member of a small UK-based team, and with other colleagues based in offices around the globe, as well as in close collaboration with partners in government and other organisations

Financial Aspects:

Interns do not receive a salary or any other form of remuneration from UNFPA. The costs associated with an intern's participation in the programme must be assumed either by the nominating institution, which may provide the required financial assistance to its students, or by the students themselves, who will have to meet living expenses as well as make their own arrangements for accommodation, travel and other requirements. However, they will receive a stipend to help cover basic daily expenses related to the internship, if not financially supported by any institution or programme, such as a university, government, foundation or scholarship programme. The amount of the stipend varies according to the duty station. The applicant will need to provide their own laptop/tablet, however UNFPA will provide a corporate email address. In addition, applicants must have medical insurance for the duration of the internship. Proof of insurance will need to be submitted before the internship begins. UNFPA does not provide medical insurance for interns.

How to Apply:

Interested candidates to please send a CV and cover letter (of maximum 1 page) to **Dr Robert Crowe** (robert.crowe@bristol.ac.uk), International Research Partnerships Officer at the University of Bristol, setting out:

- Why you would like to work for UNFPA
- Why you think you would be a good fit for this role, giving clear examples from work experience, academic achievements and extra-curricular activities to demonstrate you meet the tasks & responsibilities and qualifications & experience sections
- Deadline for applications: Friday 30 July 2021

Please note: Your application will first be reviewed by the University of Bristol. If successful at this stage, your application will then be forwarded to the UNFPA for further consideration. Shortlisted candidates may then be contacted for an interview or to proceed with enrollment.

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