



Terms of Reference

Intern, UNFPA Bhutan Country Office

Job title:	Intern
Location:	UNFPA Bhutan Country Office, Thimphu
Full/Part-time:	Full-time
Duration:	3 months (possibility of extension)

The Position:

Under the direct supervision of the Head of Office, the intern will support the country programme team in the areas of Country Office's Population Data programme, Adolescents, and SRHR programmes, by providing administrative support, data collection, and research for 8th CPD development, population and data.

A work-plan with achievements for the duration of the Internship and learning opportunities will be agreed upon. Periodic progress meetings will lead to a beneficial environment for the Intern enhancing her/his skills and capacity in areas related to UNFPA's mandate and its programmes.

About UNFPA and How You Can Make a Difference:

UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA's strategic plan (2022-2025), reaffirms the relevance of the current strategic direction of UNFPA and focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices. These results capture our strategic commitments on accelerating progress towards realizing the ICPD and SDGs in the Decade of Action leading up to 2030. Our strategic plan calls upon UN Member States, organizations, and individuals to "build forward better", while addressing the negative impacts of the COVID-19 pandemic on women's and girls' access to sexual and reproductive health and reproductive rights, recover lost gains and realize our goals.

UNFPA is seeking candidates that transform, inspire and deliver high impact and sustained results. We need interns who are exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in programme results.

Duties and Responsibilities (need to be assignment specific)

- Undertake data collection and research for 8th CPD, Population and Data programme, for critical and relevant issues among others.
- Support the preparation of project progress reports and related presentations, briefings, knowledge products and relevant documents as required and maintain documentation and records where relevant.

- Provide administrative support to Head of Office and logistics support to teams across CO programmes
- Assist with the event management from planning and organization of consultations/ conference/ seminar/ workshops;
- Provide other adhoc support as required.

Competencies:

- Ability to communicate effectively both orally and in writing
- Willingness to acquire new knowledge and being flexible
- Ability to work independently or as a member of a team;
- Initiative, sound judgment and demonstrated ability to work harmoniously with staff members from different national and cultural backgrounds.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Consistently approaches work with energy and a positive, constructive attitude showing willingness to learn.
- Strong organizational skills and the ability to multi-task;
- Curiosity and Creative thinking;
- Excellent oral and written communication skills;

Required Skills and Experience:

Applicants to UNFPA’s internship programme must at the time of application meet one of the following requirements:

- Be enrolled in a postgraduate degree programme (such as a master’s programme, or higher);
- Be enrolled in the final academic year of a first university degree programme (such as bachelor’s degree or equivalent);
- Have recently graduated with a university degree (as defined in (A) and (B) above) and, if selected, must start the internship within one-year of graduation;
- Be enrolled in a postgraduate professional traineeship programme and undertake the internship as part of this programme.
- Some experience in working with development agencies, including in volunteer capacity is added advantage
- Fluency in English. Knowledge of other languages is an asset.
- Initiative, sound judgment and demonstrated ability to work harmoniously with staff members from different national and cultural backgrounds.

Language:

- Excellent written and spoken English
- Good level of knowledge in Dzongkha

**Additional Information:**

- If you are child or sibling of UNFPA staff member, then you are not eligible to apply.
- Interns do not receive a salary or any other form of remuneration from UNFPA. However, you will be paid minimal sum of BTN 7000 to cover your daily basic expenses related to the internship.
- Expected date of internship is from April 14th to 15th July 2023

Learning Expectations:

Upon completion of the assignment, the Intern will gain the following knowledge assets:

1. Increased understanding of the UNFPA and the Programme Division within UNFPA
2. Understand the UNFPA mandate and policies, including regional set-up
3. Understand and familiarize with UNFPA Governance and Executive Board
4. Understand UNFPA programme design and delivery mechanisms.
5. Understand the dynamics of operational and programme support and communications to the field, and at the level of HQ
6. Write and formulate substantive documents
7. Network with UN colleagues
8. Work experience as a team member in a multicultural setting

How to Apply

Please email your applications to monger@unfpa.org or jamtsho@unfpa.org
only shortlisted candidates will be contacted for an interview.