



## **Terms of Reference - Intern Tanzania Country Office**

Job title:	Various Positions (Interns)
Location:	UNFPA Tanzania (Dar es salaam, Zanzibar & Dodoma)
Full/Part-time:	Full-time (approximately 40 hours per week)
Duration:	Up to 6 months

### **The Position:**

Under the direct supervision of the head of the unit/section, the intern will support the unit/team in the areas that will be assigned to him according to his application, interest, UNFPA's needs and mandate.

A work-plan, outlining achievements and learning opportunities for the duration of the Internship, will be mutually agreed upon. Periodic progress meetings will foster a conducive environment for the Intern, further enhancing their skills and capacity in areas aligned with UNFPA's mandate.

### **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 expands choices and possibilities for women and young people to lead healthy and productive lives. UNFPA's new strategic plan (2022-2025), focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices.

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.

### **Your assignment**

Your assignment will depend on your area of your interest and your application.

UNFPA has the following main units:

#### **1. Programme Management:**

- Gender and Human Rights
- Population and Development
- Integrated Sexual Reproductive Health, including Family planning
- HIV & AIDS prevention
- Humanitarian response
- Adolescent & Youth
- Planning, Monitoring & Evaluation
- Resource Mobilization and partnership,
- Communication & Advocacy (*crosscutting component*)

## 2. Operations management

- Finance
- Human Resources
- ICT
- Procurement & Logistic
- Administration

### You should have:

#### Your Education:

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

- A) Be enrolled in a postgraduate degree programme (such as a master's programme, or higher) in a recognised university;
- B) Be enrolled in the final academic year of a first university degree programme (such as bachelor's degree or equivalent) in a recognised university;
- C) Have recently graduated with a university degree (as defined in (A) and (B) above) from a recognised university and, if selected, must start the internship within one-year of graduation;
- D) Be enrolled in a postgraduate professional traineeship programme in a recognised university and undertake the internship as part of this programme.

#### Other Eligibility Requirements

- E) Demonstrate interest in the field of development;
- F) Demonstrate written and spoken proficiency in English;
- G) Demonstrate ability to adapt to new environments and to establish and maintain good working relations with individuals of different cultural backgrounds.

An individual whose father, mother, son, daughter, brother or sister is a UNFPA staff member is not eligible for an internship with UNFPA.

#### Your Experiences:

- Fluency in English and Swahili. Knowledge of any other UN languages is an asset.
- Strong analytical and writing skills.
- Initiative, sound judgment and demonstrated ability to work harmoniously with staff members from different national and cultural backgrounds.

### Learning Elements:

Upon completion of the assignment, and depending on its duration, the Intern will gain the following knowledge assets:

- Increased understanding of the UNFPA and the Programme Division within UNFPA
- Understand the UNFPA mandate and policies, including regional set-up
- Understand and familiarize with UNFPA Governance and Executive Board
- Understand UNFPA programme design and delivery mechanisms
- Understand the dynamics of operational and programme support and communications to the field, and at the level of HQ
- Learn UN technical language, working procedures, and coordination mechanisms
- Write and formulate substantive documents
- Network with UN colleagues
- Work experience as a team member in a multicultural setting

## 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, the Intern 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. 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:

Please email your applications to [tanzania.office@unfpa.org](mailto:tanzania.office@unfpa.org) by **21 December 2023**. Make sure your application document indicates your area/s of interest as per the areas stipulated in this terms of reference e.g Programme Management-Gender and Human Rights or Operations Management-Finance etc as well as your preferred location of internship i.e Dar Es Salaam, Dodoma or Kasulu.

### *Notice*

*Due to the volume of applications received, only shortlisted candidates will be contacted for an interview.*