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**CALL FOR INTERNSHIP PROGRAMMES AT UNFPA MALAWI**

**Job Code Title**: INTERNSHIP ROSTER

**Department/Office**: United Nations Population Fund Malawi

**Duty Station**: Lilongwe, Malawi

**Posting Period**: 17th October 2022 – 11th November 2022

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

**Objectives of the Programme**

The UNFPA Internship Programme offers a small group of outstanding students the opportunity to acquire direct exposure to UNFPA operations. It is designed to complement development-oriented studies with practical experience in various aspects of UNFPA work.

Applicants should have expressed interest in the field of development; the ability to adapt to new environments and work with individuals from different cultural backgrounds. Interns work under the supervision of a staff member at UNFPA. The background of the interns is matched with the needs of the organization

**Worth**

* Increased understanding of the UN system
* Understanding of the UNFPA work and mandate
* Understanding of the dynamics of an Inter-Agency Programme
* Knowledge of technical language and working procedures
* Competences in writing and formulating documents, communications outputs and more
* Networking skills and the ability to work as a team in a multicultural setting.

**Eligibility**

* 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.
* Demonstrated keen interest in the work of the United Nations and have a personal commitment to the ideals of the Charter;
* Demonstrated ability to successfully interact with individuals of different cultural backgrounds and beliefs, which include willingness to try and understand and be tolerant of differing opinions and views.

**Preferred areas of studies**:

Population and Gender, Sexual and Reproductive Health Rights, Development Studies, Public Health, Business administration, Human Resources, Information Technology, Procurement and Digital Communication or a related field.

**Working Modality**

Interns work five days per week under the supervision of a staff member in the department or office to which they are assigned. The United Nations Population Fund (UNFPA), Lilongwe, internship is for a Maximum of **six (6**) months.

**Responsibilities**

Daily responsibilities will depend on the individual's background; the intern's assigned office as well as the internship period. Under the supervision of the Programme Officer/Supervisor

**Competencies**

1. **Communication**: Speaks and writes clearly and effectively. Listens to others, correctly interprets messages from others and responds appropriately. Asks questions to clarify, and exhibits interest in having two-way communication. Tailors language, tone, style and format to match the audience. Demonstrates openness in sharing information and keeping people informed.
2. **Teamwork**: Works collaboratively with colleagues to achieve organizational goals. Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others. Places team agenda before personal agenda. Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position. Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
3. **Client orientation**: Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view. Establishes and maintains productive partnerships with clients by gaining their trust and respect. Identifies clients' needs and matches them to appropriate solutions. Monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems. Keeps clients informed of progress or setbacks in projects. Meets timeline for delivery of products or services to client.

**Work Experience**

No working experience is required to apply for the United Nations Internship Programme. Youth training, education, advance course work or skills should benefit the United Nations during your internship.

**Languages**

English and French are the working languages of the United Nations Secretariat. For this internship, fluency in oral and written English is required. Knowledge of Chichewa is desirable.

**Financial Aspects**

The costs associated with an intern’s participation in the Programme must be assumed either by the students themselves or by the nominating institution, which may provide the required financial assistance to its students. Students will have to meet living expenses as well as make their own arrangements for accommodation, travel and other requirements. 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.

Interns are not financially remunerated by UNFPA for their work but may receive a stipend to help cover basic daily expenses related to the internship, when not financially supported by any institution or Programme, such as a university, government, foundation, or scholarship Programme.

**United Nations Considerations**

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

**Application Procedure**

Suitably qualified candidates should submit an application letter, a detailed CV including details of 3 contactable referees and copies of relevant certificates via email to: ***recruitment.malawi@unfpa.org***