



UNFPA SOMALIA - 2017 INTERNSHIP PROGRAMME

Internal/External Vacancy Announcement

Vacancy No:	VA/FPA/SOM/08-02/2017
Post Title:	Intern
Type of Contract:	Internship
Duty Station:	Nairobi
Duration:	2 Months with possible extension
Date of Issue:	18/8/2017
Closing Date:	31/8/2017
Organizational Unit:	UNFPA Somalia Country Office

The **UNFPA Somalia Country Office**, based in Nairobi, is looking for interns in various disciplines. Students from these disciplines are welcome to apply, and depending on qualifications, shall be selected for internships that relate either to the organization's strategic activities or to administrative or technical functions. Internships will allow the successful candidates to have the opportunity to work in a multi-cultural international organization:

- Population and Development

Internships may be offered at any UNFPA office. However, due to security risks, non-family duty stations (i.e. in security phase III or above) may not accept interns from outside the duty station.

Typical tasks

- **conducting research;**
- **reviewing and writing reports and proposals;**
- **cataloguing information;**
- **assisting in the organization of conferences, forums or other collaborative events;**
- **Data entry;**

Eligibility

UNFPA may accept interns providing the following conditions are met:

a) enrolment:

Active enrollment in or completion of a university or similar educational programme;

- Candidates for the internship programme are selected on a competitive basis. The profiles of the interns are matched with the needs of the organization. The following qualifications are required for consideration:

-should be enrolled in an advanced degree programme or have recently Students graduated;

-Students must have written and spoken proficiency in English; fluency in French, Spanish or Arabic is an asset.

b) skills:

- Proficiency in English required. Fluency Somali or in Arabic is an asset;
- computer literate in standard software applications;

- demonstrated keen interest in the work of the UN, and of UNFPA in particular, and have a personal commitment to UNFPA's Statement of Purpose and to the ideals of the UN Charter; *and*
- Demonstrated the 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.

Duration

The duration of the internship should normally be two months, which may be extended. The total duration should not exceed six months, but exceptions may be permitted if this is in the interest of UNFPA.

Internship assignments are available on a part-time and full-time basis throughout the year, depending on the availability of meaningful assignments and the needs and capacity of offices to receive and supervise interns.

Status

Interns are considered gratis personnel. They are not staff members.

Interns may not be sought or accepted as substitutes for staff to be recruited against authorized posts.

Interns may not represent UNFPA in any official capacity.

Third-party claims

UNFPA is not responsible for any claims by any parties where the loss of or damage to their property, death or personal injury was caused by the actions or omission of action by the interns during their internship.

Interns' Expenses

Interns are not financially remunerated by UNFPA.

All costs connected with an intern's participation in the Programme must be borne by:

- a) the nominating institution, related institution or government, which may provide the required financial assistance to its students;
- b) the student, who will have to obtain financing for subsistence and make his/her own arrangements for travel (including to and from the office), visas, accommodation, etc.

Insurance

UNFPA accepts no responsibility for the medical and life insurance of the intern or costs arising from accidents and illness incurred during an internship. As interns are not covered under any insurance, including MAIP, they should not travel to hazardous locations in the course of their internship with UNFPA.

Applicants for internship must show proof of valid medical and life/accident insurance for the duty station for which they will work. It must include adequate coverage in the event of an injury or illness during the internship which:

- a) requires transportation to the Home Country or Country of Residence for further treatment; *or*
- b) results in death and requires preparation and return of the remains to the Home Country, or Country of Residence.

Subsequent Employment

The purpose of the Internship Programme is not to lead to further employment with UNFPA but to complement an intern's studies. Therefore, there should be no expectation of employment at the end of an internship.

Should an offer of employment be envisaged, a 3-month break, from the end of the internship, must be respected. Interns cannot apply for posts during the period of internship.

HOW TO APPLY

Interested students should send their applications marked: "**VA/FPA/SOM/08-02/2017 "Internship - 2017"**" to the following email address: <somalia.recruit@unfpa.org>

The Application should include the following documentation:

- a) a duly completed "UNFPA internship application form" (attached).
- b) a copy of his/her most recent resume or curriculum vitae;
- c) a letter from his/her university confirming current enrollment and graduation date;
- d) a copy of his/her insurance/medical cover
- e) a letter of endorsement from a senior faculty member who has directly supervised the student in the recent past and who is fully acquainted with the student's performance; *and*
- f) a brief paper setting out the reasons why he/she is seeking an internship with UNFPA and what is expected from the experience.

Deadline for application: 31 Aug 2017.