



**Position Information:**

**Title:** Intern

**Duration:** 4-6 months, ASAP

**Department:** Gender Team

**Reports To:** Gender Programme Officer

**Office:** UNFPA China Office, Beijing

**Organizational Context:**

UNFPA, the United Nations Population Fund, expands the possibilities for women and young people to lead healthy and reproductive lives. It is the lead UN agency for delivering a world where every pregnancy is wanted, every birth is safe, and every young person's potential is fulfilled.

Since 1979, UNFPA has been working with the Government of the People's Republic of China, as well as Chinese academia, research institutions and non-governmental organizations to address priority issues in sexual and reproductive health and rights, youth, gender equality, and population and development in China. UNFPA's assistance to the Government of China in those four areas is detailed in the eighth Country Programme (CP8) of Cooperation for UNFPA and the Government of China, covering the period 2016-2020.

**Description of Duties:**

The new UNFPA Strategic Plan for the period of 2018-2021 was approved in September 2017. UNFPA continues to put sexual and reproductive health and rights at the core of its programming support, with a special focus on young people and

women, taking into account population and development dynamics that shape individual societies. As per the new business model that accompanies the Strategic Plan, UNFPA's work in China, as a middle-income country, will focus on upstream engagement through policy dialogue and advocacy and technical assistance as primary modes of engagement. This will be enabled by strategic communications, effective partnerships including South- South and Inter-Country cooperation and the ability to leverage alternative resources to advance the ICPD agenda. At the same time, the Country Office (CO), will put a stronger emphasis on innovative approaches to programming. Lastly, in line with the Country Programme Evaluation, the CO has been strengthening programme coherence and reinforcing the operationalisation of interlinkages between areas.

Under the overall guidance and direct supervision of the Gender Programme Officer in the County Office (CO), the intern will be a member of the programme team and support the gender programme. S/he is also expected to interact regularly with the programme and operation teams and contribute to the entire Country Programme.

External partners that s/he might to interact with include national partners such as All-China Women's Federation, China Population and Development Research Center, research institutions, civil society, UN agencies, and other partners that are essential to the work of the CO on gender.

### **Main Tasks & Responsibilities:**

- Provide overall support to UNFPA China office's work on gender, especially in the area of advancing women's and girls' reproductive rights, ending gender-based violence, addressing harmful practices such as gender-biased sex selection;
- Provide support in the planning, implementation and monitoring of the gender programme and assist in enhancing the programme coordination and partnership building in the area of gender.
- Assist organization of meetings and events, preparing PPTs, and documenting key meetings and discussions as required;
- Provide translation and help with editing and proof-reading reports;
- Update latest national plans/policies/programs on gender, collect materials and data on relevant themes, and write short analytical papers;

- Support concept note and proposal development to approach potential donors in the area of gender;
- Provide effective and efficient administrative support for project implementation and coordinate with partners;
- Undertake ad hoc related tasks and miscellaneous activities upon request.

**Key Results Expected:**

- All tasks to be completed timely and with high quality;
- Translation provided;
- Editing and proof-reading provided;
- Meeting minutes and notes provided; and
- Support provided for the organization of relevant events

**Recruitment Qualifications**

- Bachelor's degree (or equivalent) and be completing at least a Master's degree at the time of application, in gender studies, sociology, social work, anthropology, public health, international development, law or other relevant social science disciplines.
- Substantive knowledge on gender equality, especially in the area of ending gender-based violence and addressing gender-biased sex selection.
- Demonstrated strong research and analytical skills, including for the consolidation of background materials.
- Excellent command of English and Mandarin Chinese, both written and verbal
- Strong self-discipline and team spirit.