

Name of Agencies: UN Women

JOB DESCRIPTION-INTERNSHIP

Position Information:

Duration (From August 2019 to February 2020): 3-6 months

Reports To: UN Women Country Program Manager

Team: UN Women

Job Description:

1. Assisting in searching and gathering information and statistics on pertinent subject relating to the strategic goals and thematic focus of the organization, using Internet, Intranet, knowledge network/groups, and other means available;
2. Assisting in translation and proof-reading of documents for various projects in the office;
3. Assisting operationally in UN Theme Group on Gender (UNTGG) activities;
4. Assisting the implementation of UN Women projects in China;
5. Assisting in administrative work of the office including assisting in arranging meetings, receiving visitors, taking minutes, collecting procurement quotations, placing and screening telephone calls, and responding to external requests for information;
6. Helping organize events sponsored by UN Women;
7. Assisting in maintaining a documentation center and filing system for UN Women;
8. Assisting in updating the English and Chinese language website of UN Women China Office;
9. Writing speeches and preparing PowerPoint presentations for the CPM and other programme staff;
10. Social Media: Preparing messages for posting on UN Women China Office's social media channels (WeChat, Sina Weibo etc.);

11. Performing other tasks as may be assigned by the CPM.

Recruitment Qualifications

1. Education: Enrolled in a graduate level degree programme or at least in the final year of a bachelor's programme as well as recent graduates (maximum one year after graduation);
2. Fluency in spoken and written English and Chinese;
3. Knowledge of and interest in gender related issues in China;
4. Knowledge of UN Women and its work within the UN system;
5. Commitment and dedication to full-time work schedule;
6. Good organisation and event planning skills;
7. Knowledge and understanding of Chinese social media;
8. Strong writing, researching and editing skills;
9. Willingness and capacity to complete administrative tasks.