

Peace and Development Foundation 2019 Internship Programme





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Overview



- Peace and Development Foundation (PDF) is the official partner in Hong Kong of the United Nations Development Programme (UNDP) in China.
- In cooperation with the UNDP, PDF is mandated to engage in advocacy and awareness raising, capacity building, and fundraising for the UNDP, in relation to issues of human development and climate change in Hong Kong, the Mainland China and the Asia Pacific region.
- On the ground in about 170 countries and territories, UNDP is the United Nations' global development network works to eradicate poverty while protecting the planet. UNDP helps countries develop strong policies, skills, partnerships and institutions so they can sustain their progress.



Overview

- PDF Internship Programme is an unique opportunity for university students in Hong Kong to gain working experience at UN agencies, and develop a better understanding of the United Nations' global commitments.
- Through this programme, interns will:
 - Be exposed to UNDP's development activities, thematic priorities, and technical cooperation practices.
 - Have an opportunity to apply their studies in a practical setting.
 - Acquire project implementing skills for the development of their future career.
 - Have an opportunity to work in the UN agencies in China and beyond.
 - Develop networks and lasting friendships amongst UN's counterparts.

Eligibility



- As a minimum requirement, applicants must be:
- Enrolled in a full-time university degree programme in Hong Kong, at the time of application and during the internship.
- Currently enrolled in a postgraduate degree programme, or in a final year undergraduate degree programme and holding an offer to commence a graduate degree after the summer internship.
- A Hong Kong resident.
- Able to communicate fluently in English. Knowledge of Mandarin Chinese or any other working language of the United Nations is considered an asset.
- Good research and analytical skills, good drafting and language skills, excellent communication and interpersonal skills, good IT skills.

Eligibility



- Applications for the PDF Internship Programme is very competitive, and candidates are chosen from a rigorous, open and above selection procedure.
- The applications will be considered according to programme priorities of the UN agency:
 - Relevance of the Applicant's academic qualifications
 - Relevant skills and ability to contribute
 - Motivation and willing to work hard

Applicants who are not in a field of study of direct relevance may still be considered if it can be demonstrated that the Applicant will benefit from the assignment and can make a contribution to the project.



Financial Assistance

- UN's Internship is usually unpaid. However, PDF will provide monthly allowance at the International or National UN Volunteer standard. Interns should have required a Hong Kong bank account (Hong Kong dollars) available to receive the PDF sponsorship.
- Interns are responsible for arranging their own travel between the home city and the designated UN agency, accommodation and meals.
- The United Nations Country Office will assist in obtaining work permit, and the selected candidates must prepare valid passport and required paperwork.
- If project-related travel within the country is requested during the internship period, per diem and travel costs shall be covered by the relevant UN agency.
- The PDF will assist in making recommendations and providing documentation where necessary.

Insurance



- PDF accepts no responsibility for costs or hardships arising from illness or accidents incurred during the internship.
- Interns must carry adequate life insurance, and travel insurance to include medical coverage and other accidents during internship period.
- Interns are responsible for arranging and covering their own medical insurance, and proof of medical coverage must be provided before the internship commences.



Assignment and Duration

- Assignments may vary in length and tasks, depending on availability, skills and academic requirements, as well as the need of respective UN agency.
- Internships are full time only (8 hours/day, 5 days/week), and last for between a minimum of 3 months and a maximum of 6 months.
- Interns are legally required to submit an exit report to PDF after the end of their internship within 30 days after the last day of the internship. Failing to do so will result in a return of internship allowance to the sponsor.



Assignment and Duration

- Interns have been placed with the various teams within the UN agencies, including but not limited to the:
 - China-Africa Business Council;
 - Energy and Environment Team;
 - Social Economic Development Team;
 - South-South Cooperation;
 - Governance and Gender Team;
 - Greater Tumen River Initiative Secretariat;
 - Media and Communication Team;
 - Communication and Digital Publications;
 - Procurement Team;
 - Finance Team;
 - Human Resources Department



Assignment and Duration

- In the past interns have been assigned various tasks including but not limited to:
 - Supporting the assigned team leader and members;
 - Compiling briefings and educational kits;
 - Assisting in drafting and preparing official documents;
 - Organising training, workshops, bilateral or multilateral meetings;
 - Coordinating press conferences and media events;
 - Document, legal and internet research and interviews;
 - Evaluation of projects;
 - Media analysis;
 - General administrative tasks, as required.



Pre-departure Preparation

- Interns may receive a briefing on the organization and tasks by respective agency, subject to agency's own arrangement. These may include the history and structure of the United Nations and its Agencies, UN Sustainable Development Goals or other issues related to the UN Agencies to which the interns are assigned.
- Interns will also be encouraged to research in advance to enhance their learning experience and help prepare them for their internship.
- Interns are invited to visit PDF website at: http://www.unpdf.hk/PDF_home.htm
- Upon completion of the internship, Interns automatically become part of the PDF Intern Alumni Network. The network is intended to be informal, and the purpose is to keep the interns informed of the work in progress of both PDF and relevant UN agencies.
- Furthermore, the network will help the PDF to stay in touch with the fellow interns, and to participate in future opportunities and activities.



Application Process

- Candidates applying for a particular post must submit their applications to their respective University Liaison Officers at the Student Affairs Office on campus.
- The University Liaison Officers will pre-select and short-list the candidates whose application will be recommended to PDF for interview.
- Recommendations and notes of interviews for each candidate will be sent to the UN agencies for final selection.
- Please see the previous interns' report for further details regarding the positions and intern's experience on the Internship page of the PDF website:
<https://www.unpdf.hk/blog>



Acceptance and Payment

Acceptance process

- Once interns receive the offer letter and package, please accept and sign the acceptance letter in 7 days. If there are any questions or problems, please inform the PDF also within 7 days: info@unpdf.hk.
- If intern fails to accept the offer within the above mentioned period, it will be considered the intern has declined the offer and PDF will give the internship opportunity to other candidates.
- After the intern has submitted the signed acceptance letter, a notification will be sent to the student office of the university. An acknowledgement letter will then be sent to the intern's academic supervisor via the student office of the university. It is a must for the academic supervisor to sign and send back the letter to PDF.



Acceptance and Payment

Sponsorship payment arrangement

- Monthly allowance varies by location considering the cost of living is comparatively high in some areas, the sponsor amount starts from HK\$8,000+ every month (pro rata).
- Successful interns must hold a Hong Kong dollars bank account and provide bank details to PDF for finance process.
- All interns will need to submit their own attendance record signed by their supervisor at respective UN agency NO LATER THAN 15TH every month to info@unpdf.org, copying Jamie@polarisholdings.hk and carmen@polarisholdings.hk, in order to receive their monthly sponsorship payment.
- After PDF receives the intern's attendance record for the calendar month, the payment will be made on 22nd of the following month.



Acceptance and Payment

Sponsorship payment arrangement (cont.)

- In the event that an Intern begins their internship on a day other than the first day of a calendar month, their first payment will be based on their starting date and pro rated by the number of days in the month. For example, if an intern starts their internship on Feb 15 and there are 28 days in the month. The monthly allowance for the initial month will be pro rated to 50%.
- Any non-statutory leave days taken during the internship period will be deducted from the monthly allowance according to the intern's attendance record.
- The intern's last payment will cover the full 1-month period counting backward from their internship end date. For example, if the end date is 10 Dec, the final payment shall cover the sponsorship from 11 Nov to 10 Dec, while the second last payment will cover from 1 Nov to 10 Nov.
- The last payment will be withheld until the intern has submitted their exit report. Interns are required to submit their exit report with 30 days from their internship end date.
- Failing to submit an exit report on time will result in a return of internship allowance, **HK\$2,000 for every week of delay** (up to the withheld last payment), to the sponsor.



Acceptance and Payment

Exit report

- The exit report should start with details as follows:
 - Your name
 - Degree
 - University
 - Position
 - UN Host Agency
 - Duration: [month] [year] – [month] [year] [(number of months)]
 - Supervisor
 - Assignment
 - Photos

Your report will then be published on the PDF website:

<https://www.unpdf.hk/blog> for our donors, supporters and future interns' references.



Frequently Asked Questions

Accommodation and Insurance

- Interns have to arrange air travel, accommodation and insurance (make sure coverage available in the designated location) themselves.
- It is all part of this internship experience and interns can write about the challenges and problems they face during the relocation and the internship, and inform if problems were resolved and in what way afterwards.

Resignation

- If any intern would need to resign before the agreed job period, he/she must notify his/her supervisor, PDF and the career center at university **with applicable reason** by letter and email.
- Refund of PDF sponsorship payments would be needed if necessary.

Enquiry

- Should you have any other enquiry, please email to info@unpdf.org.

THANK YOU!

