



*Empowered lives.
Resilient nations.*

UNITED NATIONS DEVELOPMENT PROGRAMME

JOB DESCRIPTION-INTERNSHIP

Position Information:

Duration: 3-6 months

Reports To: Elin Bergman, Head of Resident Coordinators Office

Team: Resident Coordinators Office

Job Description:

The UN Resident Coordinator leads the UN Country Team in China, including all the UN entities present in China, and represents the UN Secretary General to the Government of China. The purpose of the Resident Coordinator system (RC system) is to bring together the different UN agencies to improve the efficiency and effectiveness of operational activities at the country level, helping the UN to be a more relevant and reliable partner for governments.

The UN Resident Coordinator's Office (RCO) supports the roles and functions of the UN Resident Coordinator and UN Country Team. The RCO provides inter-agency coordination support to the Country Team and its various inter-agency working mechanisms, including thematic groups. Key functions of the RCO include: strategic analysis, planning and positioning of the Country Team; preparation and monitoring of the United Nations Development Assistance Framework (UNDAF); support to joint UN programming and operations management; policy guidance; joint advocacy and communications (e.g. the management of the UN China website and production of joint communications materials), in order to enhance UN coherence and improve overall program impact of the UN System in China.

The RCO is looking for a motivated intern to join the team on a full-time basis and contribute to its crucial mandate of enhancing the coherence of the UN System in China during the summer months of 2019.

The internship will provide the successful candidate with a unique opportunity to learn about how the UN system operates at the country level. Among others, the intern will: learn about the functions and roles of a wide range of UN agencies; gain insight into the country programming process of the UN; and become familiar with how the UN interacts with government counterparts.

Responsibilities:

Under the overall guidance of the UN Resident Coordinator, the direct supervision of the Head of the RCO, and in close collaboration with RCO colleagues, the intern will:

- Provide relevant support to UN coordination mechanisms and UNCT activities, including UNCT meetings and joint work through UN Theme and sub-groups.
- Provide relevant support to the country programming process.
- Support the compilation and preparation of briefing and presentation materials, background information and documentation as well as drafting of talking points and speeches for meetings, events and missions.
- Support the organization and follow-up of the inter-agency and high-level meetings or events attended by the RC or RCO staff members.
- Assist in updating and providing inputs to UN China website and other communications productions, including by proof reading English materials.
- Other administrative tasks as required.

Recruitment Qualifications

Corporate Competencies

- Demonstrates integrity by modelling the UN's values and ethical standards
- Promotes the vision, mission, and strategic goals of the common UN system
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

Functional Competencies

- Demonstrates excellent analytical and organizational skills
- Excellent drafting skills in English
- Resourcefulness, initiative and mature judgment
- Responds positively to feedback
- Excellent computer skills (Including Word, Excel, Powerpoint and Outlook)
- Ability to establish effective working relations in a multicultural team environment
- Strong team work skills

Qualifications :

- Currently enrolled in Master's degree in international development studies, international relations, social sciences, political science, law, economics, management, or other relevant fields.
- Experience with other UN agencies, international organisations and/or non-governmental organisations would be considered an asset.
- Knowledge of the UN system and its mandate would be considered an asset.
- Fluency in English with superior drafting skills. Good knowledge of Mandarin Chinese will be an asset.