

Name of Agencies: UN Women

JOB DESCRIPTION-INTERNSHIP

Position Information:

Duration (3- 6 months): over summer 2018, exact timing is flexible and dependent on internship periods of departing interns

Reports To: Julia Broussard (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;
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 social media channels (WeChat, Sina Weibo etc.);
11. Performing other tasks as may be assigned by the CPM.

Recruitment Qualifications

1. Must be 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. Fluent in spoken and written English and/or Mandarin
3. Understanding and interest on 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. 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