Internship opportunities with UNDP PNG:
Governance Portfolio

<table>
<thead>
<tr>
<th>Location</th>
<th>Port Moresby</th>
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<tr>
<td>Application Deadline</td>
<td>3rd December 2018</td>
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<tr>
<td>Type of Contract</td>
<td>Internship</td>
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<td>Post Level</td>
<td>Intern</td>
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<td>Languages Required</td>
<td>English</td>
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<tr>
<td>Expected Duration of Assignment</td>
<td>6 weeks to 6 months</td>
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**Background**

UNDP has an extensive and growing Governance portfolio in PNG covering a wide range of work and services to its partners and clients in line with the key priorities of the PNG Government and UNDP Country Programme Document. These include policy and advisory support on democratic governance and development issues, finance management, parliamentary strengthening, political party reforms, peacebuilding and conflict prevention, electoral support, private sector engagement and promotion of human rights and gender equality through work on gender-based violence prevention and supporting women's leadership roles. UNDP works on promoting civic engagement and Sustainable Development Goals.

UNDP provides opportunities for a small group of outstanding university students in PNG tertiary institutions to undertake an internship at the UNDP office in Port Moresby. The objective of the Internship Programme is to provide UNDP PNG with assistance of qualified students specialized in various professional fields. The Internship Programme provides a compact understanding of UNDP’s development policies, thematic priorities, and technical cooperation activities. Internships are designed to complement development-oriented studies with practical experience in various aspects of multilateral support that UNDP works in. During internship they acquire practical experience in various aspects of project management in an international work environment at UNDP.

Eligible students in their final year of tertiary education in the following field of study may apply: law, economics, social and political science, sustainable development, climate and disaster resilience, human rights and gender.

**Duration of internship:**

The duration of an internship assignment varies in length according to the availability and academic requirements of the intern, as well as the needs of UNDP. Assignments are available for the period of minimum 6 weeks to a maximum of 6 months.

**Supervision**

Interns accepted by UNDP will be supervised by the Assistant Resident Representative of UNDP who is in charge of the Governance portfolio.
Financial issues:
UNDP PNG does not provide a salary to interns but offers limited support to assist with transport costs. All other costs associated with the internship must be borne by any sponsoring institutions or by the student, who will have to obtain financing for subsistence and will have to make his/her own arrangements for accommodation, travel, etc.

Health and Medical Insurance:
UNDP accepts no responsibility for the medical and life insurance of the intern or costs arising from accidents and illness incurred during an internship. Applicants for internship must therefore carry adequate and regular medical insurance. Proof of medical coverage must be provided before the internship starts.

Further career opportunities
The purpose of internships is to build capacity of the intern and complement their studies so it does not lead to further employment with UNDP PNG. Interns wishing to be considered for employment with the UNDP PNG, even if otherwise fully qualified, are not eligible for consideration for employment during their internship. If suitable employment opportunities arise within UNDP or its sister UN agencies, the interns will be encouraged to apply.

Duties and Responsibilities
The typical tasks performed by interns include:
- conducting research;
- providing meeting briefs;
- writing documents;
- cataloguing information;
- assisting in the organization of conferences, forums or other collaborative events;
- publishing knowledge stories/best practices, etc.

Competencies and requirements
UNDP may accept interns providing the following conditions are met:

a) Enrolment:
- Be enrolled in the final academic year of a first university degree programme in a PNG tertiary institution (minimum Bachelor's level or equivalent);
- Have graduated with a university degree and, if selected, must start the internship within one-year of graduation.

b) Skills:
- Written and spoken proficiency in English.
- Good communication skills.
- Computer literate in standard software applications;
- Demonstrated keen interest in the work of the UN, and of UNDP in particular, and have a personal commitment to UNDP's Statement of Purpose and to the ideals of the UN Charter; and
• Demonstrated the ability to successfully interact with individuals of different cultural backgrounds and beliefs, which include willingness to try and understand and be tolerant of differing opinions and views.

c) Eligibility

• A person who is the child or sibling of an UNDP staff member shall not be eligible to apply for an internship at UNDP.
• An applicant who bears any other family relationship with a UNDP staff member may be engaged as an intern, provided that he or she shall not be assigned to the same work unit of the staff member nor placed under the direct or indirect supervision of the staff member.

Application process

Complete the Application Form accompanying this notice and send it to Ms. Dawn Thomas @ dawn.thomas@undp.org by Monday 3rd December 2018.

To be considered, applicants for internships must submit the following documentation:
• completed UNDP Internship application form;
• CV;
• letter from his University confirming current enrolment and graduation date;
• a copy of his/her school transcript;
• a letter of endorsement from a senior faculty member who has directly supervised the student in the recent past and who is fully acquainted with the student’s performance;
• a motivation letter setting out the reasons why he/she is seeking an internship with UNDP and what is expected from the experience.

Only short-listed candidates will be contacted and please ensure that copies of your educational qualifications are available when contacted.

When selected, the intern will be requested to submit:
• signed UNDP “Internship Agreement” form;
• confirmed and signed copy of “Medical Certificate of good health" from a recognized physician;
• proof of medical insurance valid for PNG;

UNDP is committed to workforce diversity. It is also devoted to gender equity and to providing equal opportunities to both women and men.