

Terms of Reference for Internships

Background

The United Nations Development Programme is the backbone of the UN development system. We support governments to achieve the Sustainable Development Goals. We focus our global efforts on six signature solutions: eradication of poverty, accountable and inclusive governance, resilience, nature-based development solutions, clean and affordable energy, and gender equality.

Read more here: www.undp.org and undp.org/japan.

Objective:

Internships offer a small group of outstanding students the opportunity to acquire direct exposure to UNDP's work. They are designed to complement development-oriented studies with practical experience in various aspects of multilateral cooperation, but also complements other international studies.

Description

UNDP's support for development puts partnership at the center of all aspects of our work. Our partners include governments, the United Nations system, international financial institutions, the private sector, foundations, civil society, researchers and media.

FOR Public Affairs Intern

- Specific assignments for interns in the Public Affairs (PA) Unit may include but not limited to: Assisting in the organization of outreach activities (UNDP publications, public events, media relations, SNS etc.) concerning UNDP's projects across the globe.
- Writing articles and social media posts.
- Collecting and archiving information.

Assisting research on development issues and SDGs, including public-private partnerships, SDG-enabling investments by private companies and other private sector-related issues. Learning and developmental experiences that complement advanced studies.

*Please note that the internship will be in principle in-person work at the UNDP office (Tokyo). Telecommuting is negotiable within the framework of human resources policy based on advance consultation).

FOR Tokyo International Conference on African Development (TICAD) Intern

Specific assignments for interns in the TICAD Unit may include but not limited to;

- Assisting in organizing public relations activities (publications, public events, media relations, SNS etc.) related to African development.
- Writing documents, cataloguing information related to Africa.
- Assisting research work on development subjects for Africa, including public-private partnership, SDG-enabling investments by private companies, analysis of ESG-oriented initiatives and other private sector-related issues.
- Learning and developmental experiences that complement advanced studies.

*Note that the internship will be in-person work in Tokyo at least once a week with telecommuting arrangement possible for the rest of the working days in a week.

Eligibility Criteria:

Interns are selected on a competitive basis. The following minimum qualifications are required:

- Be enrolled in a graduate school programme (second university degree or equivalent, or higher or (b) Be enrolled in the final academic year of a first university degree programme (minimum Bachelor's level or equivalent) or (c) Have graduated with a university degree (as defined in (a) and (b) above) and, if selected, must start the internship within one-year of graduation.
- Professional experience in public and/or private sector is an asset.
- Perfect proficiency in Japanese.
- Excellent written and spoken English.
- Excellent computer skill (Microsoft Office applications).
- Excellent interactive and interpersonal skills, and the ability to work in a multicultural environment.

Time/duration of internship:

3 types of working time/duration are negotiable:

- 1) full-time (5 days a week) for a minimum of 12 weeks
- 2) part-time (4 days a week) for a minimum of 15 weeks
- 3) part-time (2.5 days a week) for a minimum of 24 weeks

General Conditions

- a) In accordance with the UNDP Internship policy, UNDP interns are eligible to receive a monthly stipend, with a rate that varies depending on the duty location. The stipend will be paid monthly, and part-time internship arrangements are prorated accordingly.
- b) Where an intern is financially supported by an institution, government or third party, UNDP will pay the intern the difference, if any, between the external financial support provided and the applicable UNDP stipend.
- c) Except for the stipend, all other expenses connected with the internship will be borne by the intern, sponsoring government or institutions.
- d) Interns are not considered staff members and may not represent UNDP in any official capacity.
- e) The purpose of the Internship Programme is not to lead to further employment with UNDP, but to complement an intern's studies. Therefore, there should be no expectation of employment at the end of an internship.

Application:

Interested students must send the following documentation to UNDP Representation Office in Tokyo by email.

- Duly completed UNDP Internship application form
- Resume (Both English and Japanese)
- Cover letters (Both English and Japanese)
- Please specify which internship post (Public Affairs intern or TICAD intern) you are interested in. If you are interested in both, please indicate your preference.

E-mail: undptokyo.hr@undp.org

Deadline: Application must arrive by 10:00 am, 16 June 2023 (Friday) (Japan Standard Time)