



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 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.
- Updating websites when skill set meets and required.
- Writing documents, translating them, and cataloguing information related to Africa.
- Supporting youth engagement activities such as the Model African Union and youth proposal for TICAD9 by working with the different student groups and youth communities from Japan and Africa.
- Assisting research work on development subjects for Africa, including public-private partnership.
- Learning and developmental experiences that complement advanced studies.

*Note that the internship will be in-person work in Tokyo at least twice 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.
- Proficiency in design software and/or website management system is an asset.
- Perfect proficiency in Japanese.
- Excellent written and spoken English.
- Excellent computer skills (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. However, priorities may given for the ones who could work longer.

- 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)

E-mail: undptokyo.hr@undp.org

Deadline: Application must arrive by 10:00 am, 16 January 2025 (Thursday) (Japan Standard Time)