

## Terms of Reference for Internships

### Background

The United Nations Development Program 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](http://www.undp.org) and [undp.org/japan](http://undp.org/japan).

### Objective:

Internships offer a small group of outstanding graduate-level 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 technical cooperation, but also complements other international studies.

### Description

The Public Affairs team leads activities in the following three areas: (i) communications, (ii) private sector partnerships, and (iii) youth engagement. Under the supervision of the Communication Specialist, Public Affairs Interns are expected to perform the following duties:

- Assist in the preparation of communication activities and materials, including public events, web articles, social media posts, and media relations.
- Support the development of potential partnerships with the private sector, civil society, youth groups and academia.
- Support the implementation of youth engagement activities, including UNDP's "Youth Co:Lab" initiative.
- Support research on development issues.
- Provide administrative support, including media clipping and keeping records of activities.

\* Conditions are negotiable (remote work is occasionally accepted based on advance consultation). \*

### 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.



**Duration of internship:**

At least 60 days on a part-time or full time (4 or 5 days per week). Internships require a 30-working-days commitment (minimum).

**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](mailto:undptokyo.hr@undp.org)

Deadline: Application must arrive by 10:00 am, 1 December 2025 (Monday) (Japan Standard Time)