



## United Nations Development Programme

### Representation Office in Tokyo

#### Terms of Reference for Internships

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##### **Purpose:**

The purpose of the Internship Programme is to provide students and recent graduates from diverse academic backgrounds exposure to development issues and a first-hand experience with the day-to-day working environment of UNDP.

##### **Description**

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

Specific assignments for interns at Public Affairs (PA) Unit may include;

- Assisting in organizing public relations activities (UNDP publications, public events, media relations etc).
- Assisting inventory management and logistics work in UNDP Tokyo.
- Research work on development subjects and SDGs, including public-private partnership, pro-poor investments by private companies, analysis of CSR/ESG-oriented initiatives and other private sector-related issues.
- Writing documents, cataloguing information.
- Learning and developmental experiences that compliment advanced studies.

##### **Eligibility Criteria:**

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

Only those students are eligible. Applicants to the UNDP internship programme must at the time of application meet one of the following requirements:

- (a) Be enrolled in a postgraduate degree programme (such as a master's programme, or higher); (b) Be enrolled in the final academic year of a first university degree programme (such as bachelor's degree or equivalent); (c) Have recently graduated with a university degree (as defined in (a) and (b) above) and, if selected, must start the internship within one-year of graduation; (d) Be enrolled in a postgraduate professional traineeship program and undertake the internship as part of this program.
- Professional experience in public and/or private sector is an asset.
- Proficiency in Japanese.
- Excellent written and spoken English.
- Excellent computer knowledge (Microsoft Office applications).
- Excellent interactive and interpersonal skills, and the ability to work in a multicultural environment.

**Duration of internship:**

UNDP Tokyo only accepts interns for a minimum of 6 weeks and a maximum of 6 months. 30 working days are required at minimum. Please do not apply if you can only offer less.

**Financial Aspects:**

Interns may be given a stipend under conditions prescribed in UNDP Internship Policy. Costs and arrangement for travel, visas, passports, accommodation and living expenses are the responsibility of:

- (a) The nominating institution, related institution or government, which may provide the required financial assistance to its students; or
- (b) The intern.

**Status of an Intern:**

- (a) Interns are not considered as having the status of a staff member. During the internship with UNDP, interns are subject to the Regulations Governing the Status, Basic Rights and Duties of Officials other than Secretariat Officials, and Experts on Mission (ST/SGB/2002/9).
- (b) Interns must not be engaged as substitutes to supplement or replace staff members and must not encumber authorized posts.
- (c) Interns must not represent UNDP in any official capacity or commit resources on its behalf.
- (d) Interns must not apply for or be appointed to a position that should be encumbered by a staff member during the period of their internship.
- (e) Interns are expected to fulfil the terms of their internships. Therefore, the internship period must not be foreshortened for the purposes of allowing an intern to apply for a position.

**Application:**

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

- Duly completed UNDP Internship application form
- Resumes (Both English and Japanese)
- Cover letters (English and Japanese)

E-mail:                    **undptokyo.hr@undp.org**

Deadline: Application must arrive by **10:00, 4 March 2020**(Japan Standard Time)