

United Nations Development Programme

Representation Office in Tokyo



Terms of Reference for Internships

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-today working environment of UNDP.

Background

With the extensive network of Country Offices, expertise in key development areas such as Poverty Eradication and Inclusive Growth, Good Governance, Environment and Climate Change, Crisis Prevention and Recovery, and Gender, as well as the integrator role for UN development assistance, UNDP has been partnering with Japan to support and enhance the Tokyo International Conference on African Development (TICAD), initiated in 1993, as one of the key forum for the advancement of dialogue and collaboration on African development. UNDP, as one of the co-organizers of TICAD along with Japan, UN-Office of Special Adviser on Africa (OSAA), the World Bank and African Union Commission (AUC), has hosted a Special Unit for TICAD, which has been progressively integrated into the UNDP Regional Bureau of Africa (RBA) with a view to enhancing integrated UNDP support for the TICAD process. Through the Special Unit for TICAD, UNDP has consistently supported the successful expansion and evolution of the TICAD process and provided critical support in all relevant areas, including strategic, substantive, programmatic, technical and operational.

Since the first TICAD welcomed 1,000 participants in Tokyo in 1993, TICAD has steadily grown into a major global platform for African development. Most recent TICAD VI, the first TICAD summit held in Africa (Nairobi, Kenya), brought together 11,000 high level participants, the largest ever recorded. Since then, two follow-up Ministerial meetings were held respectively in Maputo, Mozambique in August 2017 and in Tokyo, Japan in October 2018. UNDP's contributions to this success, including the critical role it played to ensure the success of TICAD VI, are highly appreciated by wide-ranging stakeholders.

The successful TICAD7 co-organized by the government of Japan, AUC, UNOSAA, World Bank and UNDP, that closed on the 30th August 2019 in Yokohama showcased the consolidation of partnerships between Japan and African countries. Japan welcomed around 10,000 representatives from 53 African Union Member States, including 42 Heads of States, regional and international organizations, the private sectors of both Africa and Japan, parliamentarians, civil society organizations and development partners from around the world.

Following, TICAD8 is expected to be organized in Tunisia in 2022. UNDP in close collaboration with the Ministry of Japan and other key Japanese partners including Japan International Cooperation Agency (JICA) and Japan External Trade Organization (JETRO) organizes advocacy and outreach activities in Japan and beyond, and mobilizes partners to amplify impact of development initiatives for sustained growth of the continent.

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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 TICAD Unit may include;

- Assisting in organizing public relations activities (publications, public events, media relations, SNS etc.) to prepare for the 8th Tokyo International Conference on African Development (TICAD)
- Writing documents, cataloguing information.
- 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 compliment advanced studies.

Note that the internship will be 100% home-based in principle (except the cases where the physical presentation is required to support facilitation of public events etc)

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.
- Be able to commute to Tokyo/Japan occasionally

Duration of internship:

UNDP Tokyo only accepts interns for a minimum of 18 weeks and a maximum of 6 months. 90 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.

*However, if any travels/commuting to the office or any other locations are required by the hiring unit to support specific tasks with physical presence, associated costs are to be borne by UNDP.

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.
- (a) Interns must not represent UNDP in any official capacity or commit resources on its behalf.
- (c) 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.
- (d) 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)
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E-mail: undptokyo.hr@undp.org

Deadline: Application must arrive by 10:00, 4 January 2021 (Japan Standard Time)