



United Nations Development Programme

Representation Office in Tokyo

Terms of Reference for Internships

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

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 and civil society organizations.

Under the direct and specific supervision of the Deputy Director, assignments for Operation and Management Interns are expected to execute the following duties.

In connection with policy and government relations,

- Collect information, analyze and make reports.
- Management of schedule of various meetings.
- Administrate in house management and drafting operational papers.
- Any other business which might be necessary for the office.

Eligibility Criteria:

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

- (a) 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:

3 to 6 months on a full-time (8 hours/day). Those who can attend 5 days a week on a full-time basis are most welcome. At least 3 days on a full time basis a week or more than 24 hours a week. Internships require a 3 month commitment (minimum).

Financial Aspects:

Interns are not financially remunerated by UNDP. All costs connected with an intern's participation in the Programme must be borne by:

- the nominating institution, related institution or government, which may provide the required financial assistance to its students;
- the student, who will have to obtain financing for subsistence and make his/her own arrangements for travel (including to and from the office), visas, accommodation, etc as necessary.

Status of an Intern:

Interns are considered gratis personnel. They are not staff members and may not represent UNDP in any official capacity. 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. Interns cannot apply for posts during the period of internship. There must be minimum 3 months break after internship before any type of UNDP contract is signed.

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)

E-mail: undptokyo.hr@undp.org

Deadline: Application must arrive by **10:00 am, 28 Feb 2019** (Japan Standard Time)