



## United Nations Development Programme

### Representation Office in Tokyo

#### Terms of Reference for Internships

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##### **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 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.

Specific assignments for interns at PR 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, including public-private partnership, pro-poor investments by private companies, analysis of CSR activities 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 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 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:**

3 to 6 months on a full-time (8 hours/day). 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). Please do not apply if you can only offer less.

**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 electronically or by mail.

- Duly completed UNDP Internship application form
- Resume (Both English and Japanese)

**Mailing Address:** UNDP Representation Office in Tokyo  
UN House 8F, Jingumae 5-53-70  
Shibuya-ku, Tokyo 150-0001

**E-mail:** [undptokyo.hr@undp.org](mailto:undptokyo.hr@undp.org)

**Deadline:** Application must arrive by **9:00 am, 9 December 2018** (Japan Standard Time)