



## UNITED NATIONS POPULATION FUND

### Terms of Reference for an Internship on Youth

#### **Position Information:**

**Title:** Youth Intern

**Duration:** 6 months-12 months, 4 days-5 days/week, ASAP

**Report to:** Adolescents and Youth Programme Officer

**Department:** Programme Team

**Office:** UNFPA China Office, Beijing

#### **1. Organizational Context:**

UNFPA, the United Nations Population Fund, is the lead UN agency delivers a world where every pregnancy is wanted, every childbirth is safe and every young person's potential fulfilled.

Since 1979, UNFPA has been working with the Government of the People's Republic of China, as well as Chinese academia, research institutions and non-governmental organizations to address priority issues in sexual and reproductive health and rights, youth, gender equality, and population and development in China. UNFPA's assistance to the Government of China in those four areas is detailed in the eighth Country Programme of Cooperation for UNFPA and the Government of China (CP8), covering the period 2016-2020.

As one of the four key programme areas, UNFPA adolescents and youth programme will focus in three strategic interventions in China: (1) advancing life-skills-based comprehensive sexuality education in schools; (2) generating evidences to support policy making related to adolescent health issues (3) promoting youth participation and youth leadership at international and national levels.

UNFPA China is seeking a qualified and passionate intern to support its programme on adolescent and youth, supervised by the Youth Program Officer and under the overall guidance of the office leadership.

#### **2. Major Tasks for the Intern**

Under the overall supervision of the Adolescents and Youth Programme Officer, the intern will be a member of the programme team, supporting the adolescents and youth programme. S/he will also interact actively with the programme and operation teams, and contribute to the entire Country Programme.

### **Key Tasks for the Intern:**

- Provide overall support to UNFPA's work in the area of adolescents and youth, including support to programme development and implement, planning of meetings and other events, etc.
- Support UNFPA China's exploration on innovation projects, in particular on projects related to mhealth for young people;
- Support UNFPA China's contribution to UN joint activities on addressing HIV/AIDS related issues;
- Assist in communicating with key partners in the area of adolescents and youth, and provide inputs for the CO to develop/improve network with youth and youth-serving organizations;
- Assist in collecting and reviewing relevant information, reports, documents, advocacy and communication materials, knowledge products, etc. and provide suggestions to address key issues;
- Support youth team in English-Chinese translation, editing, and proof-reading key youth related materials;
- Provide support to adolescent and youth related events, such as speech writing, documentation and communication;
- Undertake ad hoc tasks and miscellaneous activities upon request.

### **Recruitment Qualifications**

- Student currently enrolled in public health, medical English, sociology, social work, or other relevant social science disciplines, in his/ her graduate study or senior year in undergraduate studies.
- Substantive knowledge in youth development issues, especially in adolescent health, life skills education and youth leadership;
- Demonstrated analytical and strategic thinking;
- Results-oriented, self-discipline and team spirit, and happy to work for and with young people;
- Excellent command of English and Chinese, both written and verbal;
- Prior experience in youth-serving organizations, or in developing IEC materials are a strong plus

### **How to Apply**

Please send your CV and motivation letter to [gaoshan@unfpa.org](mailto:gaoshan@unfpa.org) before 21 January 2020. Only shortlisted candidates will be notified for next step tests.