



Terms of Reference

Intern, Gender Team, UNFPA China

Job title:	Intern, Gender Team
Location:	UNFPA China, Beijing
Full/Part-time:	Part-time (2 working days per week)
Remote/In person:	In person
Duration:	12 weeks (3 months)

The Position:

Under the direct supervision of the Gender Programme Analyst, Gender Team at UNFPA China, the intern will support the team in the areas of gender related work, including programme management operations and communications.

A work-plan with achievements for the duration of the Internship and learning opportunities will be agreed upon. Periodic progress meetings will lead to a beneficial environment for the Intern enhancing her/his skills and capacity in areas related to UNFPA's mandate.

About UNFPA and How You Can Make a Difference:

UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA's strategic plan (2022-2025), reaffirms the relevance of the current strategic direction of UNFPA and focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices. These results capture our strategic commitments on accelerating progress towards realizing the ICPD and SDGs in the Decade of Action leading up to 2030. Our strategic plan calls upon UN Member States, organizations, and individuals to "build forward better", while addressing the negative impacts of the COVID-19 pandemic on women and girls' access to sexual and reproductive health and reproductive rights, recover lost gains and realize our goals.

UNFPA is seeking candidates that transform, inspire and deliver high impact and sustained results. We need interns who are exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in programme results.

You would be responsible for:

- Provide overall support to UNFPA China office's work on gender, especially in the area of advancing women's and girls' reproductive rights, ending gender-based violence, addressing harmful practices such as gender-biased sex selection;
- Provide support in the planning, implementation and monitoring of the gender programme under UNFPA/China CP9 and assist in enhancing the programme coordination and partnership building in gender;
- Assist gender programme related meetings and events, preparing PPTs, and documenting key meetings and discussions as required;
- Provide translation and help with editing and proof-reading programme related documents/reports;

- Update latest national laws/policies/programs on gender, collect materials and data on relevant themes, and draft short analytical papers;
- Support development of the concept notes and proposals on gender for resource mobilization and approach potential donors in the area of gender;
- Provide effective and efficient administrative support for gender programme implementation and coordination with partners;
- Undertake ad hoc tasks upon request.

Qualifying for an Internship

All interns must meet the following educational and other eligibility requirements:

Educational requirements

- a. Be enrolled in a first university degree programme (such as bachelor's degree or equivalent) and have completed one full academic year;
- b. Be enrolled in a postgraduate degree programme (such as master's programme or higher);
- c. Have recently graduated with a university degree as defined above and, if selected, must start the internship within one-year of graduation; or
- d. Be enrolled in a postgraduate professional trainee programme and undertake the internship as part of this programme.

Other eligibility requirements

- e. Demonstrate interest in the field of development;
- f. Demonstrate written and spoken proficiency in at least one of the working languages of the United Nations (English or French) and fluency in the official language (Arabic, Chinese, English, French, Russian or Spanish) of the UNFPA office; and
- g. Demonstrate ability to adapt to new environments and to establish and maintain good working relations with individuals of different cultural backgrounds.

You Have:

Your Education: Active enrollment of a university degree programme and majored in gender studies, sociology, social work, anthropology, public health, international development, law or other relevant social science disciplines.

Your Experiences:

- Some experience in working with development agencies, including in volunteer capacity.
- Initiative, sound judgment and demonstrated ability to work harmoniously with staff members from different national and cultural backgrounds.
- Knowledge on gender equality, especially in the areas of ending gender-based violence and addressing gender-biased sex selection.
- Demonstrated research and analytical and writing skills, including for the consolidation of background materials.
- Excellent command of English and Mandarin Chinese, both written and verbal.
- Good communication skills and strong self-discipline and team spirit.

Learning Elements:

Upon completion of the assignment, and depending on its duration, the Intern will gain the following knowledge assets:

1. Increased understanding of the UNFPA and the Programme Division within UNFPA
2. Understand the UNFPA mandate and policies, including regional set-up
3. Understand and familiarize with UNFPA Governance and Executive Board
4. Understand UNFPA programme design and delivery mechanisms
5. Understand the dynamics of operational and programme support and communications to the field, and at the level of HQ
6. Learn UN technical language, working procedures, and coordination mechanisms
7. Write and formulate substantive documents
8. Network with UN colleagues
9. Work experience as a team member in a multicultural setting

Financial Aspects:

Interns do not receive a salary or any other form of remuneration from UNFPA. The costs associated with an intern's participation in the programme must be assumed either by the nominating institution, which may provide the required financial assistance to its students, or by the students themselves, who will have to meet living expenses as well as make their own arrangements for accommodation, travel and other requirements. However, they receive a stipend to help cover basic daily expenses related to the internship, if not financially supported by any institution or programme, such as a university, government, foundation, or scholarship programme. The stipend is based on the intern's agreed place of work, which may be different from the duty station of the hiring office in cases of remote arrangements.

In addition, applicants must have medical insurance for the duration of the internship. Proof of insurance will need to be submitted before the internship begins. UNFPA does not provide medical insurance for interns.

UNFPA Work Environment:

UNFPA provides a work environment that reflects the values of gender equality, diversity, integrity and healthy work-life balance. We are committed to ensuring gender parity in the organization and therefore encourage women to apply. Individuals from the LGBTQIA+ community, minority ethnic groups, indigenous populations, persons with disabilities, and other underrepresented groups are highly encouraged to apply. UNFPA promotes equal opportunities in terms of appointment, training, compensation and selection for all regardless of personal characteristics and dimensions of diversity. Diversity, Equity and Inclusion is at the heart of UNFPA's workforce - [click here to learn more](#).

Disclaimer:

UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process and does not concern itself with information on applicants' bank accounts.

How to Apply

Please email your applications to Ms. Ren Yanan (yanan@unfpa.org). All applications should include your resume or CV and a Motivation Letter, in both English and Chinese.

Due to the volume of applications received, only shortlisted candidates will be contacted for an interview.