



Terms of Reference

Intern, Adolescents & Youth team, UNFPA China

Job title:	Intern, Adolescents & Youth team
Location:	UNFPA China, Beijing
Full/Part-time:	Part-time (24 hours per week) or Full-time (40 hours per week)
Duration:	3 months (April to June 2021)

The Position:

Under the direct supervision of the Programme Analyst on A&Y, the intern will support the A&Y team in the areas of promoting sexual and reproductive health (SRH), comprehensive sexuality education (CSE), leadership and participation, HIV prevention and data research for adolescents and youth in China's context.

About UNFPA, UNFPA China 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 expands choices and possibilities for women and young people to lead healthy and productive lives. UNFPA's strategic plan (2018-2021), focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices.

Since 1979, UNFPA has helped strengthen China's capacity to conduct population censuses and demographic analyses, to make the most of quality data for policy planning, and, crucially, has consistently and strongly advocated for and promoted sexual and reproductive health and reproductive rights for all, including voluntary family planning. The onset of UNFPA's role in China marked the first time that the country had received assistance from any international agency in relation to population issues. In the early years, UNFPA's assistance focused on strengthening the nation's capacity to collect and use population data and on supporting the manufacture of safe and modern contraceptives. As China rapidly developed, UNFPA's assistance has expanded to tackling challenging issues surrounding young people's sexual and reproductive health and rights, urbanization, population ageing and gender-based violence.

UNFPA China's youth and adolescents' work advances China's Midterm Youth Development Plan (2016-2026) and the Three-Year HIV Transmission Control Plan (2019-2022), will boost China's human capital by improving the well-being and productivity of its young people. This will be achieved by: (a) providing evidence-based advocacy and technical assistance to inform the design and implementation of policies, programmes and innovative information technology-based solutions on life skills-based sexuality education to prevent unplanned pregnancy, STIs/HIV and promote gender-equitable attitudes among unmarried and marginalized young people; (b) strengthening advocacy capacity of youth networks and enabling their greater participation in policy dialogues on youth sexual and reproductive health and rights, SDGs, and gender equality; (c) generating and strategically utilizing evidence on youth SRH to advocate for supportive policies for the expansion of youth- friendly SRH services for marginalized youth populations; and (d) promoting innovative youth-to-youth partnerships, knowledge exchange platforms and SSGC between China and other developing countries around youth SRH, sustainable development and other emerging issues.

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:

1. Support the delivering of the annual work plan for the adolescent and youth programme, in particular on the youth leadership project, innovation project and HIV project;
2. Support organizing the online and offline webinars, workshops, and trainings, specifically ensuring the successful administrative organization of the activities;
3. Conduct researches in the field of adolescent and youth sexual and reproductive health and rights and provide support on policy advocacy, data analysis and report writing;
4. Provide translation support on relevant documents from Chinese to English and vice-versa;
5. Provide support on knowledge management, communication, partnership building and resource mobilization within the adolescent and youth team;
6. Perform other duties as required by the Representative, Deputy Representative and the line manager.

You Have:

Your Education: Active enrolment of the senior year or recent completion of a Bachelor's/Master's level degree programme in a relevant field (e.g. international development, public health, English, social work).

Your Experiences:

- Some experience in working with the non-for-profit sector, including in volunteer capacity.
- Fluency in English. IELTS 6.5, CET 6 and equivalent.
- Strong analytical and writing skills in both English and Chinese.
- Initiative, sound judgment and demonstrated ability to work harmoniously with staff members from different national and cultural backgrounds.
- Excellent skills in communications, events planning and implementation, with innovative, can-do attitude and detail-oriented work approaches.

Learning Elements:

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

1. Increased understanding of UNFPA and the programme divisions within UNFPA
2. Understand the UNFPA's mandate, missions and visions
3. Learn UN technical language, working procedures, and coordination mechanisms
4. Familiar with the Sustainable Development Goals (SDGs) and development challenges, both in China's and the world's context
5. Improved knowledge and skills in writing and formulating substantive documents in both English and Chinese
6. Network with UN colleagues and partners from diverse backgrounds
7. Work experience as a team member in a multicultural and English-working environment.

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 amount of the stipend varies according to the duty station. 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.

How to Apply

Please submit your applications to Mr. Junjian Gaoshan at gaoshan@unfpa.org by 14 March 2021 at 10 pm Beijing time. All applications should include your resume or CV and a Motivation Letter, in English.

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