

UNICEF EUROPE AND CENTRAL ASIA REGIONAL OFFICE (ECARO) ISTANBUL BUREAU

TERMS of REFERENCE SHORT TERM INTERNSHIP

Type of Contract	: Internship
Application Deadline	: 1 September 2017, Friday
Start Date of Assignment	: Mid-September 2017 and onwards
Duration of Contract	: 2–6 months
Number of Interns to be recruited	: 1-4
Duty Station	: Şişli, Istanbul

I. Purpose of Assignment

Within the framework of the current UNICEF Europe and Central Asia Regional Office (ECARO) work plan, the overall purpose of the assignment is to assist the international professional staff working on different functional areas. UNICEF office requires the assistance of interns to help with follow up of the general and specific tasks related to the programmatic activities on Disaster Risk Reduction and Emergency, Education, Emergency, Gender and Monitoring & Evaluation.

General Tasks

- Assist the programmatic activities as per the functional areas including by collecting and supporting the analysis and management of the collected data; drafting correspondence, putting responses in system, and ensuring rapid and diligent follow-up,
- Provide general support to the work of the team; assist in research, drafting of reports, participating in meetings and provide reports and minutes.

Specific Tasks per Functional Area

Gender Section:

- Review of the regional gender programme reviews (GPR) and country reports to summarize recommendations/action points on a PowerPoint presentation
- Review of the Country Programme Documents against the GPRs for the country offices and draft analytical reports
- Communications support: Produce newsletter and capture lessons learned from across the region on Gender Equality programming, develop regular surveys on staff gender capacity analysis.

Monitoring & Evaluation Section:

- Support the analysis and management of data related to Migrant Refugee Crisis in Europe
- Gather and prepare documentation, presentation, technical materials and other resources for the ECARO Monitoring and Evaluation Network meeting to be held in October
- Support preparation of summary analysis of Europe and Central Asia UNICEF Country Offices end of year child rights monitoring reports.
- Support other data analytical work.

II. Supervision

The interns will work under the guidance and supervision of the UNICEF area staff member in accordance with the standards, norms and procedures of UNICEF.

III. Duty Office

UNICEF Europe and Central Asia Regional Office (ECARO), Istanbul Bureau (Şişli), Turkey.

IV. Conditions of Service

The intern will work part-time / full-time (depending on the intern's academic schedule) at the UNICEF ECARO Istanbul Bureau for a minimum duration of 2 months with a maximum duration of 6 months. Applicants must state their availability in their application. At the end of agreed period, the internship duration may be extended in consultation with the intern and upon the decision of the relevant section.

Internships are unpaid. Interns need to be able to fund themselves for their travel to the duty station, their accommodation and living expenses at the duty station during the internship. UNICEF accepts no responsibility for the medical insurance of the intern or costs arising from accidents and illness incurred during the internship. Interns have to demonstrate a proof of medical insurance prior to the beginning of the internship.

Interns are personally responsible for obtaining necessary visa covering the entire period of their internship.

The purpose of the Internship Programme is not to lead to further employment with UNICEF but to complement an intern's studies. Therefore, there should be no expectation of employment at the end of an internship. It is important to note that interns are responsible to arrange for their own visa and residence documents, and need to plan for these well in advance.

V. Required Skills and Experience

- Currently be enrolled in the last year of Bachelor's degree, or b) be enrolled in an advanced university(master's) degree in development studies, public administration, gender studies, political science, international law, human rights law or a related field,
- Strong interest in Human Rights, especially Child Rights, Women's Rights and Gender Studies and Disaster Management,
- Knowledge and understanding of human rights mechanisms and of the Convention on the Rights of the Child and CEDAW,
- Prior experience in the work environment of an international agency, NGOs, UN, or international institutions would be desirable,
- Excellent computer literacy (Microsoft Office products),
- Fluency in spoken and written English (knowledge of another UN language is an asset).

VI. Competencies

- Self-starter, with ability to multi-task and work to deadlines,
- Analytical and conceptual thinking,
- Attention to details,
- Able to work in a multicultural setting,
- Highest standards of integrity, discretion and loyalty.

HOW TO APPLY

Qualified candidates are requested the following documents to Nurve Eren, neren@unicef.org.

- Resume
- Cover Letter, please also state your availability (please see under the Conditions of Service)
- P11 form (The P11 can be downloaded from here: <http://www.unicef.org/about/employ/files/P11.doc>)

Only shortlisted candidates will be contacted via e-mail.