UN WOMEN INTERNSHIP CONDITIONS

Applicants for the Internship Programme must be enrolled in a graduate level degree programme or at least in the final year of a bachelor’s programme as well as recent graduates (maximum one year after graduation). General information on the concept of this programme can be found on the website: http://www.unwomen.org/en/about-us/employment/internship-programme.

Intern applicants for internship in the UN WOMEN China office must send their resume (CV), cover letter along with the Application Form to unwomen.china@unwomen.org. The cover letter should state the dates of availability.

The UN WOMEN Internship Programme operates on a non-remunerative basis. The costs connected with an intern’s participation in the Programme must be borne by the nominating institution, which may provide the required financial assistance to its students; or by the student, who will have to obtain financing for subsistence and make his or her own arrangements for travel, accommodation, etc. Timing for internship is flexible and can be at any time in the year. This full-time internship should be a minimum of 3 months and a maximum of 6 months.

There is no vacancy listing for the internship programme. Applications are reviewed by UN WOMEN as the need arises. The intern will be contacted directly by the office, if shortlisted. If an intern expresses interest in a country office, he/she must indicate that they are aware that UN WOMEN does not offer any form of remuneration and that they have or are in the process of identifying a source of funding.

There is no deadline for application submission, however, applications should be received at least three months prior to the anticipated internship.

Proof of medical coverage, passport/visa/work permits must be provided for the file before the internship commences. The UN Women China office can provide a letter enabling international intern candidates to obtain a business visitor’s visa, but we cannot guarantee the duration of the visa granted will include the entire internship period.
Terms of Reference

Title: Intern
Duty Station: Beijing, China

The Intern will work under the direct supervision of the Country Programme Manager (CPM) in China, to provide support to the activities of the projects and activities of UN WOMEN China. The incumbent is expected to carry out the following duties and responsibilities:

OUTPUTS EXPECTED:

1. Assisting in searching and gathering information and statistics on pertinent subject relating to the strategic goals and thematic focus of the organization, using Internet, Intranet, knowledge network/groups, and other means available;

2. Assisting in translation and proof-reading of documents for various projects in the office

3. Assisting operationally in UN Theme Group on Gender (UNTGG) activities;

4. Assisting the implementation of UN Women projects in China;

5. Assisting in administrative work of the office including assisting in arranging meetings, receiving visitors, taking minutes, collecting procurement quotations, placing and screening telephone calls, and responding to external requests for information;

6. Helping organize events sponsored by UN WOMEN;

7. Assisting in maintaining a documentation center and filing system for UN WOMEN;

8. Assisting in updating the English and Chinese language website of UN WOMEN China;

9. Writing speeches and preparing PowerPoint presentations for the CPM and other programme staff;

10. Social Media: Preparing messages for posting on UN Women China social media channels (WeChat, Sina Weibo etc.);

11. Performing other tasks as may be assigned by the CPM.