

Terms of Reference: Intern

Internship Title	Administrative Intern
Unit Name	UN Women
Division Name	Programme Unit
Country and City of Internship Post	Hanoi, Vietnam
Expected Start Date	1 st Oct 2015
Expected End Date	31 March 2016

Background:

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security.

The goal of UN Women's presence in Viet Nam is to support national partners to implement their commitments and priorities for advancing gender equality and women's empowerment. UN Women Viet Nam provides critical support in the following areas:

- Building capacity on gender equality and women's empowerment for state management and on gender equality.
- Raising woman's awareness of CEDAW and building government capacity to concretely implement the Convention.
- Empowering female migrant workers through gender sensitive migration policies and programmes.
- Gender mainstreaming in legislation review.
- Advocate for gender responsive HIV policy and programmes.
- Engaging men and boys in ending violence against women.
- Building capacity of grass root women to respond to climate change through Disaster Risk Management (DRM) and Disaster Risk Reduction (DRR).

The Internship Programme offers a small group of outstanding students the opportunity to acquire direct exposure to UN Women's work. It is designed to complement women's development-oriented studies with practical experience in various aspects of multilateral technical cooperation, but also complements other international studies.

The UN Women Vietnam Country Office is currently looking for a national administrative intern who will work closely with the Programme Unit.

Description of Responsibilities & Learning Objectives:

In working closely with UN Women Programme Associate and under the close supervision of the Programme Specialist, the intern is responsible for the following assigned duties:

- Providing logistical and administrative support to programme activities such as meetings, workshops, training sessions, etc. completed with satisfactory;
- Undertaking and/or managing work requiring translation from English to Vietnamese and vice versa;
- Assisting to maintain an effective office filing system in both hard filing and electronic filing;
- Undertake other duties to assist programme implementation as assigned by the Programme Specialist.

While some routine functions may be components of internship assignments, the intern is intended to be learning and developmental experiences that compliment advanced studies.

Competencies

Core Values and Guiding Principles:

Integrity:

- Demonstrate consistency in upholding and promoting the values of UN Women in actions and decisions, in line with the UN Code of Conduct.

Professionalism:

- Demonstrate professional competence and expert knowledge of the pertinent substantive areas of work.

Cultural sensitivity and valuing diversity:

- Demonstrate an appreciation of the multicultural nature of the organization and the diversity of its staff;
- Demonstrate an international outlook, appreciating difference in values and learning from cultural diversity.

Core Competencies:

Ethics and Values:

- Demonstrate and safeguard ethics and integrity.

Organizational Awareness:

- Demonstrate corporate knowledge and sound judgment.

Development and Innovation:

- Take charge of self-development and take initiative.

Work in teams:

- Demonstrate ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with people of different national and cultural backgrounds.

Communicating and Information Sharing:

- Facilitate and encourage open communication and strive for effective communication.

Self-management and Emotional Intelligence:

- Stay composed and positive even in difficult moments, handle tense situations with diplomacy and tact, and have a consistent behavior towards other.

Conflict Management:

- Surface conflicts and address them proactively acknowledging different feelings and views and directing energy towards a mutually acceptable solution.

Continuous Learning and Knowledge Sharing:

- Encourage learning and sharing of knowledge.

Appropriate and Transparent Decision Making:

- Demonstrate informed and transparent decision making.

Qualifications

Education:

The application should meet one of following requirements:

- Be enrolled in a graduate school programme (second university degree or equivalent, or higher);
- Be enrolled in the final academic year of a first university degree programme (minimum Bachelor's level or equivalent);
- Have graduated with a university degree and, if selected, must commence the internship within a one-year period of graduation.

Language:

- Excellent communication skills (written and oral) in English are required; Working knowledge of another UN language a distinct advantage

Application Information:

Interested applicants are requested to submit the following documents:

- Letter of interest
- Updated CV/Resume

And send to procurement.vietnam@unwomen.org no later than 22nd September 2015.

Note:

In July 2010, the United nations General Assembly created UN Women, the United Nations Entity for Gender Equality and the Empowerment of Women. The creation of UN Women came about as part of the UN reform agenda, bringing together resources and mandates for greater impact. It merges and builds on the important work of four previously distinct parts of the UN system (DAW, OSAGI, INSTRAW and UNIFEM), which focused exclusively on gender equality and women's empowerment.

For further information related to the UN Women Internship Programme, please have a look at the following link: <http://www.unwomen.org/en/about-us/employment/internship-programme>

This TOR is approved by:

Signature	_____
Name and Designation	_____
Date of Signing	_____