

UNAIDS Malawi Terms of Reference

Duty Station : Lilongwe, Malawi
Duration : 6 to 9 months
Position Title : Technical Support & Coordination Intern
Start date : ASAP
Sector of Assignment : Technical Support to Civil Society

Background Information

UNAIDS Country office in Malawi opened its doors in 1997. Since then UNAIDS has been supporting Malawi in the design, implementation, and advocating for implementation of evidence-based HIV interventions to accelerate efforts in ending AIDS as a public health threat by 2030. The fellow will support UNAIDS Malawi country office with the COWLHA COVID 19 project, support the implementation and reporting of the SDG Acceleration Fund project as well as work with CHERA and the Diversity Forum to understand key challenges and capacity development needs of key population led-organizations.

The UNAIDS Malawi country office is looking for a motivated intern to join the team to contribute to its crucial mandate of enhancing and co-ordination of projects. The internship will provide the successful candidate with a unique opportunity to learn about how the UN system operates at country level. The intern will also learn about the functions and roles of a wide range of UN agencies; gain insight into the country programming process of the UN and become familiar with how the UN interacts with government counterparts.

Duties and responsibilities

Under the supervision of the UNAIDS Country Director, the fellow will:

- Support UNAIDS Country Office (UCO) advocacy work, research, compile and synthesize relevant background material for use in discussions and public events.
- Support the reporting of COWLHA COVID19 project and the implementation and reporting of the SDG Acceleration Fund project.
- Engage and support UCO with CHeRA and the Diversity Forum to understand key challenges and required capacity development needs of key population led-organizations. Collect data and information related to the projects.
- Support UCO's participation in relevant and appropriate national meetings, technical working groups and note key issues for UCO follow ups and actions.
- Support the office of UNAIDS Country Director in organising meetings, liaising with national partners, draft communications, reports and in reviewing reports submitted by implementing partners.
- Support UNAIDS Country Office's work to increase UNAIDS visibility in Malawi, collect data and information and prepare summary report.
- Contribute to the creation and sharing of knowledge by synthesizing and documenting findings and lessons learned, success stories and best practices, strategies and approaches.
- Perform any other related tasks as required by supervisor.

Learning Elements

At the end of the assignment, the fellow will be able to:

- Research and prepare technical reports
- Review and analyse data from different sources
- Synthesize and document findings and lessons learned
- Learn from success stories, best practices and strategies
- Review and assess reports to provide feedback

Education

Masters in International Development, Management, Public Health, Social Sciences or related fields.

Experience

Prior internships and work experience will be an asset but not essential.

Language:

Fluency in English, good knowledge of other UN Official languages.

Skills and Competencies

- Research and advocacy skills
- Ability to review, collect data and write reports
- Ability to plan, organize work to deliver effectively
- Strong command of MS office package (Excel, Word and PowerPoint)
- Good writing and communication skills
- Ability to draft clearly and concisely, effectively present ideas and concepts in written and oral form.
- **Professionalism:** Demonstrates professional competence
- **Respect for Diversity:** Works effectively with people from all backgrounds
- **Teamwork:** Works collaboratively with team to achieve organizational goals
- **Communication:** Speaks and writes clearly and effectively

Submission of Application

Applications must include:

- A motivation letter and a Curriculum vitae
- A UNAIDS personal history form (completed pdf form). Document is available on UNAIDS website: [Internship Application Link](#)
- Incomplete applications will not be considered. Interested candidates should send their application to Mr Nuha Ceesay at Ceesayn@unaid.org by 30 April 2022 with the title “Flanders Internship”
- Only shortlisted candidates will be notified.

Applications are encouraged from all qualified candidates without distinction on grounds of race, color, sex, national origin, age, religion, disability, sexual orientation, and gender identity.

