

Internship Terms of Reference

Internship Title:	Gender & Coordination Intern
Division/Unit:	Coordination
Duty Station:	Lilongwe - Malawi
Supervisor Name:	Yemi Falayajo
Supervisor Email:	yemi.falayajo@unwomen.org
Duration:	6 months (1/04/2022 to 30/09/20/2022)
<p>Background</p> <p>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.</p> <p>UN Women’s goal in Malawi is to promote the rights of women and ensure the inclusion of women’s participation and leadership as well as women economic empowerment. In this regard, its programming in the country is connected to its corporate priority areas that include; 1) Women’s political participation and engagement in decision-making 2) Women’s Economic Empowerment 3) Violence Against Women and Girls, Including Harmful Cultural Practices and 4) Peace, security, and humanitarian action.</p> <p>Under the supervision of the Head of Programmes, the intern supports the office by performing a variety of standard programming processes ensuring high quality and accuracy of work. The intern will learn client, quality and results-oriented approach. The Intern works in close collaboration with the programme and projects staff and the operations team to ensure consistent service delivery.</p>	
<p>Description of Responsibilities</p> <ul style="list-style-type: none"> • Provide relevant support to joint inter-agency UN planning processes and similar exercises; • Assist the organization of meetings and documents related to the Interagency thematic groups, task forces and results groups. • Prepare briefing materials for the CO on issues to be discussed in the UN and other events and meetings; • Prepare background materials and analysis for the UN Country Team (UNCT) on the gender dynamics and opportunities to support inclusive engagement of women in the development assistance provided by the UNCT; • Provide relevant support to UNCT in monitoring and reporting and prepare analytical and regular progress reports on UN Women’s programme experiences, as necessary • Undertake desk research on issues relevant to the UNCT 	

- Support on coordination and advocacy campaigns on issues related to Gender Equality and Women's Empowerment (GEWE), with a specific focus on International Women's Day, the HeForShe Campaign and the 16 Days of Activism Against Gender Based Violence;
- Provide support to policy dialogues around gender equality and the empowerment of women, as necessary.
- Draft routine correspondence, memoranda, letters, invitations and other documents
- Support any other tasks as required.

Learning objectives for the internship.

- Increased understanding of UN Women's work and the UN system
- Learning different aspects of UN Women's programming activities being implemented under gender-based governance, ending violence against women, and women economic empowerment
- Increased knowledge of issues related to any area of interest
- Working as a team member in a multicultural setting

Competencies

Core Values:

- Respect for Diversity
- Integrity
- Professionalism

Core Competencies:

- Awareness and Sensitivity Regarding Gender Issues
- Accountability
- Creative Problem Solving
- Effective Communication
- Inclusive Collaboration
- Stakeholder Engagement
- Leading by Example

Please visit this link for more information on UN Women's [Core Values and Competencies](https://www.unwomen.org/-/media/headquarters/attachments/sections/about%20us/employment/un-women-values-and-competencies-framework-en.pdf?la=en&vs=637):

<https://www.unwomen.org/-/media/headquarters/attachments/sections/about%20us/employment/un-women-values-and-competencies-framework-en.pdf?la=en&vs=637>

Functional Competencies:

- Knowledge in computer systems
- Ability to administer and execute administrative processes and transactions
- Ability to write, edit and present information in clear and presentable formats
- Ability to manage data, documents, correspondence and reports information and workflow

Qualifications

Education:

- University studies in one of the following disciplines: Business Administration or other relevant subjects is required.
- Meet one of the following:
 1. Be enrolled in a graduate school programme (second university degree or equivalent, or higher);

2. Be enrolled in the final academic year of a first university degree programme (minimum Bachelor's level or equivalent);
3. Have graduated with a university degree and, if selected, must commence the internship within a one-year period of graduation; or
4. Be enrolled in a postgraduate professional traineeship program which is part of a degree programme and undertake the internship as part of the program requirements.

Language:

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

Remuneration:

Interns who are not in receipt of financial support from other sources such as universities or other institutions will receive a stipend from UN Women to partially subsidize their basic living costs for the duration of the internship.

Application Information:

- All applicants must submit a completed and signed [P.11 form](#) with their application.
- Due to the high volume of applications received, UN Women can ONLY contact successful candidates.
- The successful candidate will be required to provide proof of enrollment in a valid health insurance plan at the duty station of the internship, proof of school enrollment or degree, a scanned copy of their passport/national ID and a copy of a valid visa (as applicable).

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.

At UN Women, we are committed to creating a diverse and inclusive environment of mutual respect. UN Women recruits, employs, trains, compensates, and promotes regardless of race, religion, color, sex, gender identity, sexual orientation, age, ability, national origin, or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, competence, integrity and organizational need.

If you need any reasonable accommodation to support your participation in the recruitment and selection process, please include this information in your application.

UN Women has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UN Women, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination. All selected candidates will be expected to adhere to UN Women's policies and procedures and the standards of conduct expected of UN Women personnel and will therefore undergo rigorous reference and background checks. (Background checks will include the verification of academic credential(s) and employment history. Selected candidates may be required to provide additional information to conduct a background check.)