



United Nations Population Fund

VACANCY ANNOUNCEMENT

The United Nations Population Fund (UNFPA) Jordan Country Office

Youth Program Intern

Job Title:	Youth Program Intern
Contract Type:	Internship
Duration:	Six months
Duty station:	Amman, Jordan

Internship Purpose: The intern duties will focus on supporting the youth program team to implement JCO Youth programme, including for humanitarian and development components .

The internship aims to:

- 1) Enhance the educational experience of young people through practical and guided hands-on exposure and involvement in UNFPA's youth projects in Jordan;
- 2) Provide young people with an exposure to the working environment of a multilateral organization and a better understanding of UNFPA Jordan office goals and activities.

Duties and Responsibilities:

Under the direct supervision of the youth program analyst, the intern is expected to perform the following tasks:

Research, Knowledge Management and Documentation

- Support conducting research in the thematic priority areas that is determined jointly by the supervisor and the intern (e.g. youth sexual and reproductive health (SRHR), youth networks management, youth peace and security (YPS), youth and gender based violence, youth participation in humanitarian context, and other youth development related topics);
- Support compiling best practices, lessons learnt, experiences and stories on key thematic youth development areas;
- Engage with the youth program team in generating creative and innovative ideas to UNFPA's youth programming.
- Support collating and organizing knowledge management resources and facilitate dissemination of resources;
- Assist in preparation of knowledge resources, concept notes, communications and background materials for internal and external use, including fact sheets on thematic issues;
- Proof-reading and editing of documents;

Project Management Support

- Facilitate data and information collection in close collaboration with the youth program analyst.
- Undertake general administrative tasks such as supporting for making PowerPoint presentations, filing, documentation, scanning etc;
- Provide support in managing Youth Peer Education Network related activities;
- Provide support to the UNFPA Programme organizing seminars, workshops, conferences, where applicable;
- Provide needed support to youth program team working with Operations staff members on the logistics and procurement related tasks.
- Participate in various meetings with UNFPA, with partners and other stakeholders and prepare notes/meeting minutes;
- Perform any other duties that the supervisor may assign.

At the end of the internship, the following outputs will be expected:-

- Undertake ongoing research and process documentation for the youth program, including research reports, briefing notes and programme narratives;
- Knowledge Resources and communications material developed;
- Update database for Knowledge resources and partners;

Learning Elements Required as a Part of the Internship:

- Increased understanding of UNFPA's work and the UN system;
- Increased substantive knowledge of youth development in general and youth SRHR and YPS in specific in Jordan.
- Increased knowledge related to programme implementation, documentation and management;
- Meeting and networking with UNFPA colleagues in other units;
- Work as a team member in a multicultural setting.

Required Core Competencies:

- Integrity/Commitment to UNFPA mandate and the UN system
- Knowledge sharing/continuous learning
- Valuing diversity
- Working in teams
- Communicating information and ideas
- Conflict and self-management abilities
- Results orientation/Commitment to excellence

Essential Qualifications

- The intern should be a fresh graduate or currently enrolled in university. Preferred areas of studies are international development, youth development, gender studies, social sciences, or other similar subject at the university level.
- Excellent communication skills (written and oral) in English are required.
- Strong research and writing skills, with strong analytical skills and creative thinking;
- Ability to think and work logically and work precisely with attention to detail;
- Initiative, sound judgment and demonstrated ability to work harmoniously with staff members of different national and cultural backgrounds;
- Previous volunteer experience from the non-profit sector or engagement with youth groups is an advantage.

Expenses/Cost:

All costs such as living expenses, travel, visa application fees and any other costs related to the internship **MUST** be borne by the intern unless provided for by a sponsoring institution, e.g. university, education programme, etc.

UNFPA Jordan will **incur NO costs** except for travel that is related to the implementation of projects in Jordan for which the intern is assigned.

Status in the UN

Gratis Personnel and are not considered as staff members.

Duration:

The duration of the contract will be for six months starting early April 2018.

Location:

The intern is located in the Jordan Country Office (CO) and reports to the program youth analyst.

Support from UNFPA:

The incumbent will be provided with roaming internet access, and phone line where official calls will be covered by UNFPA. Transportation to the field will also be provided.

UNFPA provides a work environment that reflects the values of gender quality, teamwork, respect for diversity, integrity and a healthy balance of work and life. We are committed to maintaining our balanced gender distribution and therefore encourage women to apply.

How to Apply: Interested Applicants are advised to send their CVs along with motivation letters to the email address vacancy@unfpa-jordan.org indicating the **internship title in the e-mail's subject**. Deadline for receipt of applications is **29 March 2018**.

Candidates who are seriously being considered will be contacted for an in interview.