



Terms of Reference Youth Program Intern

Job title:	Youth Program Intern
Location:	Amman, Jordan
Full/Part-time:	Full-time (approximately 40 hours per week)
Duration:	3 months (15 August – 15 November 2020)

The Position:

Under the direct supervision of the Youth Program Analyst the intern will support the youth program team to implement JCO Youth programme, including for humanitarian and development components with a focus on UNSCR 2250 and Youth, Peace and Security agenda. The Intern may also be called upon to support the overall UNFPA program as needed.

A work-plan with achievements for the duration of the Internship and learning opportunities will be agreed upon. Periodic progress meetings will lead to a beneficial environment for the Intern enhancing her/his skills and capacity in areas related to UNFPA's mandate.

About UNFPA and How You Can Make a Difference:

UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA expands choices and possibilities for women and young people to lead healthy and productive lives. UNFPA's new strategic plan (2018-2021), focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices.

UNFPA is seeking candidates that transform, inspire and deliver high impact and sustained results. We need interns who are exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in programme results.

You would be responsible for:

Research, Knowledge Management and Documentation

- Lead the process of updating YPS Coalition mapping to identify current youth peace building projects and efforts among Coalition members.
- Analyze the different approaches, best practices and challenges faced by key local and international actors working on YPS in Jordan.
- Support conducting research in the thematic priority areas that is determined jointly by the supervisor and the intern on youth peace and security (YPS), youth and gender based violence, youth participation in humanitarian context, and other youth development related topic;
- Support compiling best practices, lessons learnt, experiences and stories on under YPS work;
- Engage with the youth program team in generating creative and innovative ideas to UNFPA's youth programming in general and YPS in specific;

- 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 and YPS associate .
- Undertake general administrative tasks such as supporting for making PowerPoint presentations, filing, documentation, scanning etc;
- Provide support in managing National YPS 2250 Coalition activities.
- Provide support to the UNFPA Programme in 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:-

- A completed YPS Coalition mapping
- A comprehensive analysis on different approaches, best practices and challenges faced by key local and international actors working on YPS in Jordan.
- Knowledge resources and communications material developed;
- All relevant documentation is uploaded to google drive.

You Have:

Your Education: Active enrolment or recent completion of a Master's level degree programme in a relevant field (e.g. international development, public health, gender, nonprofit management or population and development)

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Your Experiences:

- Some experience in working with development agencies, including in volunteer capacity.
- 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.

Learning Elements:

Upon completion of the assignment, and depending on its duration, the Intern will gain the following knowledge assets:

1. Increased understanding of UNFPA's work and the UN system;
2. Understand UNFPA programme design and delivery mechanisms
3. Learn UN technical language, working procedures, and coordination mechanisms
4. Write and formulate substantive documents
5. Work experience as a team member in a multicultural setting
6. Increased substantive knowledge of youth development in general and youth SRHR and YPS in specific in Jordan.
7. Increased knowledge related to programme implementation, documentation and management;
8. Work as a team member in a multicultural setting.
9. Network with UN colleagues

Financial Aspects:

Interns do not receive a salary or any other form of remuneration from UNFPA. The costs associated with an intern's participation in the programme must be assumed either by the nominating institution, which may provide the required financial assistance to its students, or by the students themselves, who will have to meet living expenses as well as make their own arrangements for accommodation, travel and other requirements. However, they receive a stipend to help cover basic daily expenses related to the internship, if not financially supported by any institution or programme, such as a university, government, foundation, or scholarship programme. The amount of the stipend varies according to the duty station. In addition, applicants must have medical insurance for the duration of the internship. Proof of insurance will need to be submitted before the internship begins. UNFPA does not provide medical insurance for interns.

How to Apply

Please email your applications to intern-jordan@unfpa.org

Due to the volume of applications received, only shortlisted candidates will be contacted for an interview.