

## INTERNSHIP TERMS OF REFERENCE

### I. IDENTIFICATION OF THE POST

Title:	Intern
Sector of assignment:	UN Coordination
Organizational unit:	UN Resident Coordinator's Office
Country and Duty Station:	Iran – Tehran
Internship duration:	6 months
Supervisor's title:	UN Resident Coordinator

### II. CORPORATE BACKGROUND:

The United Nations Resident Coordinator system aims to bring together the different UN agencies to improve the efficiency and effectiveness of operational activities at the country level. The UN Resident Coordinators lead UN country teams in 129 countries operating in 164 countries and territories and are the designated representatives of the Secretary-General for development operations.

In light of the ongoing UN Reform, the Reinvigorated Resident Coordinator System will be the main mechanism to coordinate the United Nations system's activities for development in the country. It is guided by the UN General Assembly resolution 72/279 on the Repositioning of the UN Development System, which stipulates the establishment of an empowered and impartial RC system effective 1 January 2019.

### III. INTERNSHIP OFFICE BACKGROUND:

The United Nations system in the Islamic Republic of Iran consists of 18 resident UN funds, programmes and specialized agencies. The UN system supports the government in its development efforts and in doing so it contributes to ensuring the national ownership of UN programmes and projects and the further development of Iran's individual and institutional capacities.

To coordinate the work of the UN system at the country level, the RC and UNCT are supported by the RC Office (RCO) that serves as a catalyst and vehicle for taking forward the planned results and priorities set by the UNCT in the Islamic Republic of Iran.

The RCO currently supports 10 core coordination functions performed by RCs and UNCT as appropriate: 1) Strategic analysis and planning; 2) Oversight of the UN country programming cycle; 3) Representation of and support of UN Secretariat and UN agencies/NRAs; 4) Support to national coordination systems and processes; 5) Development and management of shared operational support services; 6) Crisis management and preparedness response; 7) External communication and advocacy; 8) Human rights and development; 9) Joint resource mobilization and fund management; and, 10) General UNCT oversight and management.

### III. DUTIES:

The intern will assist in the following duties and responsibilities:

No	Duties and responsibilities	% of time
	Under the guidance and direct supervision of the UN Resident Coordinator the intern will provide support to the overall work of the RC's Office. The intern will work in collaboration with other UN agencies and inter-agency groups as part of the coordination function of the RC office.	
1	<b>Research and Analysis:</b> <ul style="list-style-type: none"><li>• Provide analysis and research of the social and economic situation in the country.</li><li>• Assist with the coordination of the upcoming UNDAF High-Level Steering Committee and UNDAF mid-term review, including research and provision of background material, reviews and analysis of national and international reports relevant to Iran and achievement of national development goals, mapping of UN activities, short translations of documents in Farsi, etc.</li></ul>	60%
2	<b>Coordination Function:</b> <ul style="list-style-type: none"><li>• Provide support to a wide range of management and coordination functions of the reinvigorated UN Development System at the country level.</li><li>• Contribute to the preparation of reference documents and organization of retreats, workshops, seminars and meetings on matters related to the RC, UNCT and inter-agency groups.</li></ul>	35%
3	<b>Other:</b> <ul style="list-style-type: none"><li>• Support other/ad hoc activities as seen relevant and needed.</li></ul>	5%

### IV. REQUIREMENTS AND QUALIFICATIONS

#### Education:

Candidates must meet one of the following educational requirements:

- currently enrolled in a Master's degree; or
- have graduated no longer than 1 year ago from a master's degree or equivalent studies.

**Field of study:** no specific area.

#### IT skills:

- Knowledge and a proficient user of Microsoft Office productivity tools;
- Strong IT skills

#### Language skills:

- Excellent written and spoken English and Farsi is required;
- Knowledge of other UN languages is an advantage.

#### Other competencies and attitude:

- Interest and motivation in working in an international organization;
- Good analytical skills in gathering and consolidating data and research for practical implementation;
- Outgoing and initiative-taking person with a goal-oriented mind-set;
- Communicates effectively when working in teams and independently;
- Good in organizing and structuring various tasks and responsibilities;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Responds positively to feedback and differing points of view;

- Consistently approaches work with energy and a positive, constructive attitude.

#### V. INTERNSHIP CONDITIONS

- UNDP internships are not remunerated. All expenses connected with the internship will be borne by the intern or her/his sponsoring entity;
- UNDP accepts no responsibility for costs arising from accidents and/or illness or death incurred during the internship;
- Interns are responsible for obtaining necessary visas and arranging travel to and from the duty station where the internship will be performed;
- Interns are not eligible to apply for, or be appointed to, any post in UNDP during the period of the internship;
- Interns must provide proof of enrolment in health insurance plan;
- Interns are not staff members and may not represent UNDP in any official capacity;
- Interns are expected to work full time but flexibility is allowed for education programmes;
- Interns need to obtain financing for subsistence and make own arrangements for internship, travel, VISA, accommodation, etc.

**Interested applicants should complete UNDP Internship Application Form, UNDP P11 (Personal History Form) along with letter of motivation and send them directly to Human Resources Unit of UNDP through email ID: [vacancy.ir@undp.org](mailto:vacancy.ir@undp.org) no later than **14 November 2018 (16:00 Tehran Local Time)**. Please make sure you will mention in the subject line of the email "Intern - Resident Coordinators Office".**

**Note: Submissions missing any of above-mentioned documents will not be considered for the internship program.**

**Applicants who had sent their application for previous round of advertisement for internship programme with Resident Coordinator Office are not required to re-send their application for current programme.**