



UNITED NATIONS OFFICE FOR THE COORDINATION OF HUMANITARIAN AFFAIRS (UNOCHA)

I. Position Information

Job code title: **Humanitarian Intern**
Supervisor: Head of Humanitarian Assistance Team (OCHA)
Expected Duration: 3 Months, full time
Location: OCHA HAT in Tehran

II. Organizational Context

Under the guidance and direct supervision of the OCHA HAT, the Humanitarian Intern will work on reviewing, documenting, mapping and reporting current humanitarian developments in the region, Iran hazard profile and office daily follow up issues.

The Humanitarian intern works in close collaboration with the OCHA head of Humanitarian Assistance Team to achieve delivered tasks and responsibilities.

III. Functions / Key Results Expected

Summary of key functions:

- Reviewing the texts, documents and reports related to international humanitarian law, and reviewing the humanitarian response system
- Assisting in the daily work of the office including the follow ups of the annual programmes, Plan of Action and coordination issues
- Reviewing the texts, documents and reports related to international humanitarian law, and reviewing the humanitarian response system Implementing network monitoring system:
 - Review of the GA resolutions on humanitarian issues;
 - Review of the recent humanitarian interventions;
 - Review of OCHA coordination and response tools, mechanisms;
- Assisting in the daily work of the office including the follow ups of the annual programmes, Plan of Action and coordination issues
 - Prepare daily humanitarian updates on Iran;
 - Follow up disaster/hazard alerts early warnings;
 - Collect information materials for preparing hazard situation reports;
 - Prepare information materials for humanitarian advocacy and sharing with other partners;
 - Perform any other administrative work related to the office work;

IV. Recruitment Qualifications

Interns are selected on a competitive basis. The following minimum qualifications are required:

a) Enrolment:

Applicants to the internship programme must at the time of application meet one of the following requirements:

- I. Be enrolled in a graduate school programme (second university degree or equivalent, or higher);
- II. Be enrolled in the final academic year of a first university degree programme (minimum Bachelor's level or equivalent);
- III. Have graduated with a university degree (as defined in (a) and (b) above) and, if selected, must start the internship within one-year of graduation.

b) Skills:

1. The intern must have a good command of English language.
2. Ability to work in a multicultural environment.
3. Experience with international law and skills of documenting legal and humanitarian texts and concepts.
4. Working under stress and pressure.

V. Duration and other conditions

a) Duration:

The intern would be working with UNOCHA Humanitarian Assistance Team (HAT) for a minimum of three months and if agreed and extended later a maximum duration of six months. The internship is considered as a full-time assignment as per the normal procedures practiced at the country office.

UNOCHA reserve all rights to suspend or terminate the internship at any time within the said duration with two weeks prior notice, as per the policy.

b) Other conditions:

The UNOCHA Humanitarian Assistance Team does not bear any responsibility for intern's travel and accommodation with regards to joining the internship program and return after completion. No entitlement, immunities and privileges are extended to the intern.

VI. Signatures - Job Description Certification

Incumbent (if applicable)

Name	Signature	Date
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Supervisor Name	Signature	Date
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Head of UNOCHA Humanitarian Assistance Team Name	Hamid Nazari	Signature	Date
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Internship Application along with completed P11 (Personal History Form) and letter of motivation should directly be sent to Human Resources Unit of UNDP through email ID: vacancy.ir@undp.org no later than **21 August 2017**. Please make sure you will mention in the subject line of the email "Humanitarian Intern - UNOCHA".