



## 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 assistance, and reviewing the humanitarian response system
- Assisting in the daily work of the office including the follow ups of the annual programmes, including OCHA Plan of Action and coordination issues related to the work of UN Disaster Management Team (DMT)
- Any other duty as might be required by the supervisor

1. 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;

2. 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;
- Providing Administrative support to the OCHA office in organizing meetings, workshops, and other activities.
- 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:**

- 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. Educational background and experience in humanitarian affairs, disaster management and response, charity and NGOs work, civil society engagement, human rights or international humanitarian law, communications and PR, advocacy and public information affairs.
2. Skill of documenting legal and humanitarian texts and concepts is desired.
3. Prior experience as intern/volunteer in UN, International NGOs/organizations or reputable national NGOs would be an asset. Proof of such engagement is required.
4. The applicants must have a good command of English language, (IELTS equivalent of average 7 of all four fields or similar range of TOEFL is desired),
5. The Iranian applicants must be fluent in Farsi, written and spoken.
6. Ability to work in a multicultural environment.
7. Ability to work under pressure and stress.

#### **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 maximum 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:**

Interns are not financially remunerated by UNOCHA. 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. Costs and arrangements for travel, visas, accommodation and living expenses are the responsibility of the intern. No entitlement, immunities and privileges are extended to the intern.

Applicants for internships must show proof of valid medical insurance for the duty station in which they will intern. Interns are responsible for securing adequate medical insurance for the duration of their internship with UNOCHA and must provide a medical certificate of good health prior to starting the internship. UNOCHA will not reimburse the medical insurance of the intern. Any costs arising from accidents and illness incurred during an internship assignment will be the responsibility of the intern.

<b>VI. Signatures - Job Description Certification</b>		
Incumbent <i>(if applicable)</i>		
Name	Signature	Date
Supervisor		
Name	Signature	Date
Head of UNOCHA Humanitarian Assistance Team		
Name Amirhossein Barmaki	Signature	Date

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](mailto:vacancy.ir@undp.org) no later than **20 December 2017**. Please make sure you will mention in the subject line of the email “Humanitarian Intern - UNOCHA”.