



## Youth Programme Internship Terms of Reference

<b>Assignment Title:</b>	Youth Program Internship (4 interns – 2 females and 2 males)
<b>Duty Station:</b>	UNFPA Cambodia Country Office (work remotely if required)
<b>Closing Date for Application:</b>	22 March 2019 (15:00 PM Phnom Penh Time)
<b>Starting Date and Duration of the Assignment:</b>	Three months assignment: <ul style="list-style-type: none"><li>■ First intern from April to June 2019</li><li>■ Second intern from June to August 2019</li><li>■ Third intern from August to October 2019</li><li>■ Fourth intern from October to December 2019</li></ul>

### Tasks and responsibilities

Under the direct supervision and guidance of Youth Program Officer the intern will assist her/him in fulfilling tasks as described as follows:

1. Provide support for program implementation and monitoring with:
  - Organizing program quarterly meeting and ad-hoc meeting with implementing partner(s) as well as with consultant(s) and preparing the meeting minutes/records;
  - Reviewing and following up the quarterly work plan, budget and report
2. Provide support for development of textbooks of Comprehensive Sexuality Education with:
  - Khmer typing and editing the textbooks
  - Formatting for the final draft of textbooks
3. Provide administrative support in:
  - Assisting in coordination the exchange information through drafting correspondence;
  - Providing logistic support for program activities.
4. Provide support to other tasks as requested by the supervisor.
5. Link with UN Youth Coordinator to learn on youth networking, UN youth mechanism/function of UN Youth Advisory Panel and UN Youth Task Force.

### Learning Elements

Upon completion of the assignment, the Interns should be able to:

1. Understand UNFPA program on Adolescent and Youth, especially program planning, implementation and monitoring/reporting.
2. Increase ability in leadership/management, partnership, communication, coordination and facilitation
3. Understand the dynamics of an Inter-agency programme and networking with youth organizations
4. Learning on technical language and working procedures
5. Writing and formulating of documents
6. Work as a team member in a multicultural setting

## **Qualifications and Experience**

1. University graduate - Bachelor Degree in health, education, management, policy and social development
2. One year experience in volunteerism and/or working in related fields, as preferable
3. Fluency in English and efficiency in Khmer writing
4. Ability to write clearly and concisely
5. Ability to think critically, work logically and precisely with attention to detail
6. Initiative, sound non-judgmental and demonstrated ability to work harmoniously with staff members of different national and cultural backgrounds.

## **HOW TO APPLY:**

Applicants with the required qualifications and experience should submit a written letter of application and the following documents:

- Complete UN P11 form (<http://cambodia.unfpa.org/en/vacancies/un-p11-personal-history-form>).
- Proof of medical insurance coverage of insurance card. Kindly note that the intern will need to have insurance covered for the entire proposed period of internship as per TORs;
- Proof of university completion letter or graduate Certificate from the university;
- Picture ID of driver's license, passport, student ID of university;
- Two letters of recommendation from supervisors and professors (with name and contact phone number and email address), not from colleagues or friends;

In order to facilitate smoothly and rapidly assess, kindly collect and provide all those items and submit to UNFPA Country Office, Phnom Penh Center, North Building, 5<sup>th</sup> Floor, Room 526, Sothea Blvd. Sangkat Tonle Basac, Khan Chamkar Mon, Phnom Penh, Cambodia or through e-mail: [cambodia.office@unfpa.org](mailto:cambodia.office@unfpa.org)

Applications should be addressed to UNFPA Representative.  
Attention: Operations Manager

For further details, please refer to UNFPA website <http://cambodia.unfpa.org/>

Note: UNFPA regrets its inability to reply individually or to attend to telephone queries on the above advertised programme. Only those candidates who meet all qualifications, experiences and requirements will be contacted for further consideration.

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. 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.