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**TERMS OF REFERENCE**

# I. General:

**Title:** Internship Opportunity at UNFPA Operations/Administration

**Duration:** Three and half months

**Starting Date:**  15 September – 31 December, 2018

**Duty Station:** Yerevan, Armenia

# II. Short Background:

The internships with UNFPA offer university students or university graduates a great opportunity to acquire direct exposure to the work of UNFPA in the field and globally. Under the supervision of UNFPA Assistant Representative, intern will perform simple tasks/duties as assigned gaining in the meantime practical experience to accomplish his/her theoretical knowledge acquired at the educational studies. Moreover, during the internship period the incumbent may gain a profound understanding of the United Nations development assistance, especially in the field of reproductive health, population and development, HIV/AIDS, advocacy, administrative rules of the organization as a whole.

# III. Objectives:

UNFPA Armenia CO currently seeks an intern for a three-and-half month period to provide full-time support to the CO team, particularly in Administration/Operations unit. The incumbent will be provided with an appropriate working space, PC computer and will perform tasks/duties as assigned (see section IV of this TOR). The intern is accountable to UNFPA Armenia CO Administrative/Finance Associate, who at the end of the internship will prepare a written evaluation of the intern’s performance.

***IMPORTANT NOTE!*** Interns are not staff members of UNFPA, and hence they do not enjoy the privileges and immunities accorded to the United Nations and its officials. UNFPA internships are performed strictly on a non-remuneration basis. Therefore, the intern must make his/her own arrangements concerning all the expenses associated with the internship, including travel (to/from UNFPA/home), meals, and medical insurance. The intern is personally responsible for and must provide proof of adequate and regular medical insurance and must maintain such during the whole period of his/her internship. Interns with UNFPA shall not be eligible for recruitment as a UNFPA staff member during the internship and within three (3) month period following the conclusion of the internship.

# IV. Duties and Responsibilities:

The intern, under the overall guidance of the UNFPA Assistant Representative and direct supervision of an Administrative/Finance Associate is expected to provide technical support to UNFPA Administration/Operations unit in accomplishing an important task of evaluation/renewal of current UN LTAs (long-term agreements) for Hotel and Conference Services, working closely with the task force on this LTA lead by UNFPA, as well as assisting in daily administrative/operations work of UNFPA such as in drafting forms/tables as requested, translating, drafting letters, preparing event packages, and perform any other duties as assigned.

# V. Qualifications:

The applicants for UNFPA Internship should meet the following requirements:

* Last-year students or graduates from university or educational programme close or similar to the required field of internship by UNFPA;
* Have an interest in the field of development, particularly in what is UNFPA doing in the country;
* Fluent in both oral and written communication in Armenian and English, knowledge of Russian and any other foreign language is an asset;
* Be experienced in utilizing computers, including Word processing, Excel spreadsheet and Internet;
* Be self-disciplined; motivated, and have high organizational and time-management skills, as well as good communication and teamwork skills.

# VI. How to apply:

To apply to UNFPA internship, please fill out and send to [grigoryan@unfpa.org](mailto:grigoryan@unfpa.org) the following forms attached below along with your CV and cover letter by September 10, 2018 COB:

1. UN Personal History Form (P11);
2. UNFPA Internship Application form clearly mentioning **“Internship for Operations/Administration unit at UNFPA Armenia CO”**