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**UNFPA South Africa Country Office**

**Terms of Reference**

**Internship Opportunities:**

**Sexual and Reproductive Health and Rights and HIV**

**Duty Station:** UNFPA South Africa

**Location:** Pretoria, South Africa

**Duration:** 15 September 2022 – 31 December 2022

1. **Introduction**

UNFPA is the United Nations reproductive health and rights agency that leads in delivering a world where every pregnancy is wanted, every childbirth is safe and every young person’s potential is fulfilled. Our work is aimed at accelerating progress towards universal access to sexual and reproductive health and rights, including reducing maternal mortality, the unmet need of family planning, new HIV infections and gender based violence. UNFPA also works on population and development.

1. **Purpose of the internship**

UNFPA is seeking the services of an appropriately qualified intern to support the **Sexual and Reproductive Health and Rights and HIV** unit in South Africa. The intern will be responsible for supporting UNFPA’s Programme planning, coordination to streamline processes and improve administrative efficiencies within the respective programme units.

**3. Responsibilities:**

**Sexual and Reproductive Health and Rights and HIV**

* Provide support in planning and coordination of inter-agency forums, stakeholder meetings, forums, NCF, etc.
* Assist with compiling background documentation for programme summaries, briefing notes, talking points, concept documents and other communication materials as necessary
* Support integration of content and platforms for internal communications, in collaboration with other colleagues from both regional and country levels.
* Assist in coordination of SRHR and HIV work plan, including capacity building workshops, training, and logistics arrangements for participation in various forums as directed by programme officer.
* Monitoring and support of SRHR and HIV activity implementation. Programmes under this portfolio include integrated SRHR/HIV/GBV, maternal, newborn and child health, menstrual health, programmes targeting female sex workers, persons with disabilities and migrants as well as supporting Humanitarian efforts undertaken by UNFPA.

**4. Deliverables**

Monthly report on tasks carried out.

**5. Organizational setting and logistics**

The interns are expected to work from the UNFPA South Africa in Pretoria. A desk, a landline phone and internet connection will be made available at the Country Office for the duration of the assignment.

**6.** **Competencies**

**Communication**:

-Speaks and writes clearly and effectively;

-Listens to others, correctly interprets messages from others and responds appropriately;

-Asks questions to clarify, and exhibits interest in having two-way communication;

-Tailors language, tone, style and format to match the audience;

-Demonstrates openness in sharing information and keeping people informed.

**Teamwork:**

-Works collaboratively with colleagues to achieve organizational goals

-Solicits input by genuinely valuing others’ ideas and expertise; is willing to learn from others

-Places team agenda before personal agenda

-Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position

-Shares credit for team accomplishments and accepts joint responsibility for team shortcomings

**Client Orientation**:

-Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view

-Establishes and maintains productive partnerships with clients by gaining their trust and respect

-Identifies clients’ needs and matches them to appropriate solutions

-Monitors on-going developments inside and outside the client's’ environment to keep informed and anticipate problems

-Keeps clients informed of progress or setbacks in projects

-Meets timeline for delivery of products or services to client.

**7. Education**

Applicants must at the time of application meet **one** of the following requirements:

a. Be enrolled in a relevant graduate school programme (second university degree or equivalent, or higher);

b. Have completed a relevant first university degree program (Bachelor's level or equivalent);

**8. Financial aspects**

Interns will receive stipend from UNFPA.

**9. Intellectual Property**

All information pertaining to this assignment (documentary, digital, cyber, project documents, etc.) belonging to UNFPA, which the intern may come into contact with in the performance of his/her, duties under this assignment shall remain the property of UNFPA who shall have exclusive rights over their use.

**10.** Applications to be sent to email address: [zaf.admin@unfpa.org](mailto:zaf.admin@unfpa.org) by 9 September 2022