



UNFPA South Africa Country Office

Terms of Reference

Internship Opportunities:

1) Sexual and Reproductive Health and Rights and HIV / Gender and Adolescents and young people

2) Communication and Strategic Information

Duty Station: UNFPA South Africa

Location: Pretoria, South Africa

Duration: 1 March 2023 - 31 August 2023

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 strategic direction for 2022-2025 is to achieve universal access to sexual and reproductive health, realize reproductive rights for all, and accelerate the implementation of the Programme of Action of the International Conference on Population and Development (ICPD). Our work is aimed at focusing on critical pathways and the strategies necessary to accelerate the achievement of three transformative results: (a) ending the unmet need for family planning; (b) ending preventable maternal deaths; and (c) ending gender-based violence and harmful practices, including female genital mutilation and child, early and forced marriage.

2. Purpose of the internship

UNFPA is seeking the services of three appropriately qualified interns to support Sexual and Reproductive Health Rights and HIV, Gender and Adolescent and Youth programmes as well as the Communications and Strategic Information portfolios. The interns will be responsible for supporting UNFPA's Programme planning, coordination to streamline processes and improve administrative efficiencies within the respective programme units.

3. Responsibilities

3.1 Sexual and Reproductive Health Rights and HIV, Gender and Adolescent and Youth

- 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, Gender and Adolescents and youth work plans, 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, Gender and Adolescents and youth activity implementation.
- 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.
- Support other activities in line with the portfolio the Intern will be supporting at any given point and time

3.2 Communications and Strategic Information Support:

3.2.1 Communication

- Enhance UNFPA's branding across a wide-variety of online platforms, including UNFPA's global site, regional portals and country offices sites;
- Contribute to a consistent visual image, including uniform fonts, formatting, icons, images, layout techniques, and modularization;
- Support utilisation of multimedia platforms to promote UNFPA brands;
- Assist in organizing outreach activities including communication and awareness raising and use of social media to communicate project results;
- Contribute to the preparation and finalization of various communication products including newsletters, fundraising briefing kits, and programme information packages;
- Support social media coverage of important UNFPA events and initiatives;
- Support integration of content and platforms for internal communications, in collaboration with other colleagues from both regional and country levels.

3.2.2 Strategic Information

- Provide support in planning and coordination of inputs on Strategic Information Systems across country programme focus areas: Gender, SRHR, Adolescent and Youth and Population Dynamics.
- Provide support in coordination of the Investment Case and TWG group meetings.
- Assist with coordination of day to day Population Dynamics programme activities i.e. setting up of meetings, writing of minutes
- Provide administrative support on workshops, training, and logistics arrangements for participation in various forums as directed by programme specialist.
- Monitoring and support of the FCDO activity implementation on mainstreaming Demographic Dividend in the three UNFPA supported provinces of South Africa.
- Performs any other duties as directed by the Strategic Information and Data Management Specialist and other management team members to ensure the success of the country programme.

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

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

- (a) Be enrolled in a postgraduate degree programme (such as a master's programme, or higher);
- (b) Be enrolled in the final academic year of a first university degree programme (such as bachelor's degree or equivalent);
- (c) Have recently graduated with a university degree (as defined in (a) and (b) above) and, if selected, must start the internship within one-year of graduation;
- (d) Be enrolled in a postgraduate professional traineeship program and undertake the internship as part of this program.

8. Application Process

Interested applicants are requested to submit a CV and brief motivation letter to: zaf.admin@unfpa.org by close of business on 21 February 2023. After this closing date, communication will only be limited to shortlisted applicants. Should you not hear from us after two weeks of the closing date, kindly take your application as unsuccessful.

9. Financial aspects

Interns will receive stipend from UNFPA.

10. 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.