



## **UNFPA South Africa Country Office**

### **Terms of Reference**

#### **Internship Opportunity:**

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### **1) SVRI Forum 2024 Support**

**Duty Station:** UNFPA South Africa

**Location:** Pretoria, South Africa

**Duration:** 1 June 2024 - 30 November 2024

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#### **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 one appropriately qualified intern to support Sexual Violence Research Initiative (SVRI) Forum 2024 programme. The intern will be responsible for supporting UNFPA's Programme planning, coordination to streamline processes and improve administrative efficiencies within the programme unit.

#### **3. Responsibilities**

##### **3.1 SVRI Forum 2024 Support**

- Coordination across country and regional offices to support global visibility at the SVRI forum

- Roster of participants to enable UNFPA network to be established during the SVRI forum
- UNFPA programme of events at SVRI for distribution to all attending UNFPA staff and senior management
- Manage support to the exhibit booth by 2 UNFPA staff per hour for the period of the SVRI
- Coordinate and manage design and printing of postcards for the exhibit
- Support a half day UNFPA GBV strategy meeting prior to the commencement of SVRI including venue hire and agenda setting.
- Post- event UNFPA communication for publication
- Management of SVRI microsite to establish a community of GBV practitioners attending SVRI
- Collation of research and video materials from across countries and regions to compile post cards and QR codes for printing
- Communications strategy to support online presence of UNFPA at the SVRI

#### **4. Deliverables**

Monthly report on tasks carried out.

#### **5. Organizational setting and logistics**

The intern is 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 clients.

## **7. Education:**

**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](mailto:zaf.admin@unfpa.org) by close of business on 9 May 2024. 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**

The intern will receive a monthly stipend from UNFPA.

## **10. Intellectual Property**

All information pertaining to this assignment (documentary, digital, cyber, project documents, etc.) belongs 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.