



UNFPA South Africa Country Office

Terms of Reference:

Internship Opportunities for the following portfolio's:

- **Communications Support;**
 - **Adolescents / Youth and Gender & Population and Development;**
 - **Programme and Operations Support;**
 - **Sexual and Reproductive Health and Rights and HIV**
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Duty Station: UNFPA South Africa

Location: Pretoria, South Africa

Duration: 01 February 2022 – 31 July 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.

2. Purpose of the internship

UNFPA is seeking the services of four appropriately qualified interns; one to support the Communications portfolio, one to support the Adolescent, Youth and Gender programme, one to support the Programme and Operations unit in South Africa and one to support the Sexual and Reproductive Health and Rights and HIV programmes. The interns will be responsible for supporting UNFPA's programme planning and coordination to streamline processes and improve administrative efficiencies within the respective programme units.

3. Responsibilities:

Communications Support:

- 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.

Adolescent and Youth and Gender & Population and Development sub-programmes:

- 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.
- Conduct desk research and analysis of relevant data, collating useful evidence to produce technical materials on gender, SRHR and youth issues in South Africa.
- Attend national and global events related to the areas of work (gender, SRHR and youth issues), documenting key points in summaries and utilizing these for drafting internal materials.
- Support integration of content and platforms for internal communications, in collaboration with other colleagues from both regional and country levels.
- Support monitoring efforts of programmes by reviewing implementing partner reports, extracting relevant information and data, and identifying gaps for improvement.
- Assist in coordination of Youth Advisory Panel (YAP) work plan, including capacity building workshops, training, and logistics arrangements for participation in various forums as directed by programme officer.
- Monitoring and support of YAP activity implementation.

Programme and Operation Support

- Support the development of work plans and implementation of quality assurance plans.
- Assess compliance and improve monitoring mechanism
- Tracking and analysis of programme and operational expenses
- Perform any other duties as directed by the Youth and Gender Programme Officer and other management team members to ensure the success of the country programme.

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
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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, and internet connection will be made available at the Country Office for the duration of the assignment. Successful Interns expected to have their laptops (UNFPA will not provide laptops and cell phones for the interns)

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. Application Process

Interested applicants are requested to submit a CV and brief motivation letter to: zaf.admin@unfpa.org by close of business on 20 January 2022. 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.

NB: Application to be clear on the internship applying for.

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.