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|  | **UNITED NATIONS CHILDREN’S FUND** **INTERNSHIP ToR** |

**Internship Title:** Humanitarian PartnershipsFellow – China Scholarship Council (CSC)

**Section/Team:** Inter-Agency and Humanitarian Partnerships (IAHP) section

Office of Emergency Programmes (EMOPS), UNICEF

**Supervisor:** Emergency Specialist

**Duty Station:** Geneva, Switzerland

**Modality:** Full-time

**Duration:** 12 months (August 2025 – July 2026)

**Equipment:** Laptop with accessories, desk station

**Background**

UNICEF’s role in emergencies is to protect children and women, ensure the rigorous application of international standards covering their rights and provide them with assistance. UNICEF works with many partners to ensure that this assistance is reliable, effective and timely. While UNICEF integrates approaches to emergency programmes and policies throughout its divisions, the coordination of its humanitarian response is done by the Office of Emergency Programmes (EMOPS). The Inter-Agency Humanitarian partnerships (IAHP) section deals with the humanitarian partnerships with other UN agencies and other humanitarian organizations, including International Federation of Red Cross and Red Crescent (IFRC), International Organizations (IOs), and local Civil Society Organizations (CSOs), and Standby Partner Organizations (SBPs).

**How can you make a difference?**

The Fellow will work to support the partnerships engagement activities within the teams of the Standby Partner and NGO portfolios, with a focus on knowledge management and strategic planning. Support provided will have benefits on improved advocacy, engagement, and strategic planning with key partners, directly impacting UNICEF responses in emergency and protracted crisis conditions. The fellow will work under the direct supervision of the Emergency Specialist for Standby Partner Arrangements, providing additional support to the Emergency Officer (Standby) and Humanitarian Partnerships Manager, as required

**Main Tasks and Responsibilities Include:**

1. Support preparation for UNICEF’s bilateral partner meetings/presentations, and assist with key actionable points
2. Prepare/update UNICEF’s Standby Partner Profiles, including highlighting key partnership milestones, and summarizing priorities and initiatives in recent years/months
3. Support team with preparation of UNICEF Standby Partner Global Call (including visual materials, presentation input, minute taking, Q&A support, etc).
4. Propose and support knowledge management system for strong continuity of SBP initiatives and special projects, etc.
5. Support the Emergency Specialist with preparation of new partnerships/Memorandums of Understanding through
   1. drafting and updating partnership operationalization plans with new and potential partners
   2. Preparation and/or drafting of letters of agreement (LoA)/notes for the record (NFRs)/amendment letters/other documentation based on established SOPs and templates
6. Provide regular assistance to UNICEF’s expertise deployment related tasks in coordination with the Emergency Officer, and assisting in smooth deployments of over 200 experts per year to UNICEF emergency response programmes in the field
7. Provide assistance and engagement with the NGO Consortium through partnership dialogue and engagement, and research.

**What the intern will learn**

* Mandatory trainings for UNICEF staff including child rights, skill building trainings from UNICEF.
* Specific trainings and online AGORA courses for humanitarian action, emergency response, partnerships and programme management.
* Understanding of the UN systems, UN humanitarian architecture and role of member states.
* Knowledge of the humanitarian and partnership elements of UNICEF’s work with NGO partners, Governmental partners, and private partners.
* Exposure to wide range of humanitarian programming and emergency response issues.
* Internal processes and inter-divisional collaboration of in large humanitarian organisations
* Inter-agency and cross-sectoral collaboration in the humanitarian system
* Supporting policy level dialogue and discussion for emergency response
* Working in a multicultural and multilingual team.

**To qualify as an advocate for every child you will have…**

* Currently enrolled in a degree program of an institution of higher education, or recently completed such a degree (within the last two years) in Political Science, International Affairs, International Development, Communications, Humanitarian Assistance, Human Resources in Emergencies, or other relevant field;
* Excellent written and oral communication skills.
* Applicants must be at least 18 years old.
* Have excellent academic performance as demonstrated by recent university or institution records.
* Have no immediate relatives (e,g. father, mother, brother, sister) working in any UNICEF office; and have no other relatives in the line of authority that the intern will report to.
* Developing country work experience and/or familiarity with emergency is considered an asset.
* Proficient in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.

**UNICEF competencies required for this fellowship are...**(1) Builds and maintains partnerships (2) Demonstrates self-awareness and ethical awareness (3)Drive to achieve results for impact (4)Innovates and embraces change (5) Manages ambiguity and complexity(6)Thinks and acts strategically(7)Works collaboratively with others.

**Location & Visa Processing**

This internship will be based in UNICEF Geneva office of EMOPS at Bâtiment BIT, Route des Morillons 4, 1211 Geneva, Switzerland. If needed, UNICEF can support the visa process for selected candidate to undertake their internship assignment in-person in Geneva, Switzerland.

**For every Child, you demonstrate...**

UNICEF’s Core Values of Care, Respect, Integrity, Trust, Accountability and

Sustainability (CRITAS) underpin everything we do and how we do it.

Get acquainted with Our Values Charter:<https://www.unicef.org/careers/get-prepared#Values>

To view our competency framework, please visit [here](https://www.unicef.org/careers/media/1041/file/UNICEF%27s_Competency_Framework.pdf).

UNICEF is committed to diversity and inclusion within its workforce, and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of the organization.

UNICEF offers [reasonable accommodation](https://www.unicef.org/careers/unicef-provides-reasonable-accommodation-job-candidates-and-personnel-disabilities) for personnel with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the recruitment process and afterwards in your assignment.

UNICEF has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UNICEF, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination. UNICEF also adheres to strict child safeguarding principles. All selected candidates will be expected to adhere to these standards and principles and will therefore undergo rigorous reference and background checks. Background checks will include the verification of academic credential(s) and employment history. Selected candidates may be required to provide additional information to conduct a background check.

**Remarks:**

Only shortlisted candidates will be contacted and advance to the next stage of the selection process.

The selected candidate is solely responsible to ensure that the visa (applicable) and health insurance required to perform the duties of the contract are valid for the entire period of the contract. Selected candidates are subject to confirmation of fully-vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. It does not apply to selected candidates who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their contracts.