**Externally funded internship/FELLOWSHIP**

**TERMS oF reference**

**I. Identification of the post**

Title: Intern

Sector of assignment: BPPS Front Office

Organizational unit: BPPS

Country and Duty Station: United States of America, New York

Expected duration: 9 months

Expected starting date: As soon as possible

Supervisor’s name: Juliana Gargiulo

Supervisor’s title: Special Assistant to the UN ASG, UNDP Associate Administrator and Director of the Bureau of Policy and Programme Support.

**II. CORPORATE BACKGROUND:**

UNDP works in about 170 countries and territories, helping to eradicate poverty, reduce inequalities and exclusion, and build resilience so countries can sustain progress. As the UN’s development agency, UNDP plays a critical role in helping countries achieve the Sustainable Development Goals.

**III. RECEIVING OFFICE BACKGROUND:**

UNDP invests in the Global Policy Network (GPN), a network of field-based and global technical expertise across a wide range of knowledge domains and in support of the signature solutions and organizational capabilities envisioned in the Strategic Plan.

Within the GPN, the Bureau for Policy and Programme Support (BPPS) has the responsibility for developing all relevant policy and guidance to support the results of UNDP’s Strategic Plan. BPPS’s staff provides technical advice to Country Offices; advocates for UNDP corporate messages, represents UNDP at multi-stakeholder fora including public-private dialogues, government and civil society dialogues, South-South and Triangular cooperation initiatives, and engages in UN inter-agency coordination in specific thematic areas. BPPS assists UNDP and partners to achieve higher quality development results through an integrated approach that links results-based management and performance monitoring with more effective and new ways of working. BPPS supports UNDP and partners to be more innovative, knowledge and data driven including in its programme support efforts in close coordination and thematic synergy with the Crisis Bureau (CB). One of the priorities for the GPN is to better map the competencies, experience and capacities of UNDP’s global workforce, in order to tap the skills needed to implement multidisciplinary solutions to development challenges as well as those related to crisis prevention and recovery.

The Front Office of BPPS is responsible for the smooth and seamless management of the substantive flow of information to and from BPPS, coordinating effective internal communications with BPPS teams, other Bureaus, the UNDP Executive Office, as well as communications with external partners. The Front Office plans and coordinates the BPPS Director and BPPS Deputy Director’s internal and external interactions and interventions based on priorities and agendas, in close collaboration with technical teams and other Bureaus as needed, ensuring the Director and Deputy Director’s successful provision of political leadership, strategic guidance, and managerial as well as programmatic priorities in full compliance with UNDP’s mandate. The BPPS Front Office is also responsible for the effective coordination with the Chief of the Joint Directorate, GPN in the interpolation of activities and strategies with the Crises Bureau.

**III. DUTIES:**

The Intern/Fellow will assist in the following duties and responsibilities:

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| --- | --- | --- |
| **No** | **Duties and responsibilities** | **% of time** |
| 1 | **Support coordination**   * Support the tasking of regular correspondence items from the Executive Office to BPPS technical colleagues, processing responses for clearances in respect of deadlines. * Monitor the timely submission of briefing notes from technical teams, for subsequent processing of the Special Assistants. * Support BPPS engagement in global fora such as UNGA (UN General Assembly), HLPF (High-Level Political Forum), global Conferences, as well as internal processes such as the Executive Board. * Keep updated track records of status of submissions and deadlines to facilitate follow up, keeping the BPPS Front Office regularly updated. * Support mission planning and preparation for the Director and Deputy Director, ensuring that all needed materials are available on time, and following up with technical teams as needed. | **60 %** |
| 2 | **Support internal communications and knowledge management**   * Draft minutes/ summary notes of meetings and design PPT presentations. * Provide logistic support to the organization of staff meetings such as townhalls, retreats, workshops, board meetings, Open Office hours, etc. * Keep repositories of information (e.g. Microsoft Teams channels) regularly updated, ensuring information is properly organized, easily accessible to the right audiences, and regularly updated. | **30 %** |
| 3 | **Other:**   * Support other/ad hoc activities as seen relevant and needed. | **10 %** |

**IV. REQUIREMENTS AND QUALIFICATIONS**

**Education:**

Candidates must meet one of the following educational requirements:

* currently in the final year of a Bachelor’s degree; or
* currently enrolled in a postgraduate programme (such as a Master’s programme or higher); or
* have graduated no longer than 1 year ago from a university degree or equivalent studies.

Field of study: **International Relations** or equivalent.

**IT skills:**

* Knowledge and a proficient user of Microsoft Office productivity tools;
* Knowledge and familiarity with tools such as Mentimeter, Mural and others is highly desirable.

**Language skills:**

* English is required, with excellent writing, presentation and communication skills.

**Other competencies and attitude:**

* Interest and motivation in working in an international organization;
* Good analytical skills in gathering and consolidating data and research for practical implementation;
* Outgoing and initiative-taking person with a goal-oriented mind-set;
* Communicates effectively when working in teams and independently;
* Good in organizing and structuring various tasks and responsibilities;
* Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
* Responds positively to feedback and differing points of view;
* Consistently approaches work with energy and a positive, constructive attitude;
* Solid understanding of, and interest in, the SDGs and Agenda 2030.