A logo for the unicef

Description automatically generated**Terms of Reference**

**Title:** UN Partnerships Fellow - China Scholarship Council (CSC)

**Section**: Inter-Agency and Humanitarian Partnership (IAHP) section

Office of Emergency Programmes (EMOPS), UNICEF

**Supervisor:** Humanitarian Partnerships Manager (P4)

**Location**: Geneva, Switzerland

**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).

**Main Tasks and Responsibilities**

* Support collection and analysis of data on the collaboration between UNICEF, IOM and IFRC at country, regional and global level. Prepare and update relevant factsheets, including key funding data for UNICEF’s partnerships with IFRC and national societies of Red Cross/Red Crescents.
* Support the roll-out of the joint action plans and implementation of joint activities at country level for UNHCR, IOM and IFRC partnerships.
* Support the work of the UNHCR -UNICEF Strategic Collaboration Framework within all aspects of secretariat support to the Joint Coordination Meeting (JCT), regional and country office rollout.
* Support the work of the IOM /UNICEF Collaboration Framework within all aspects of humanitarian action.
* Conduct research and data analysis of partnerships, projects and other thematic topics of interest to support humanitarian partnerships at global, regional and country level using internal and external data sources and tools.
* Assist in organizing and preparing events and meetings with IFRC, UNHCR, IOM and other UN/IO.
* Attend and report on meetings, conferences and other events related to humanitarian partnerships (as assigned).
* Any other task that is relevant to the work of the IAHP section.

**Minimal Qualifications**

* Recently graduated within the past 2 years, or currently enrolled in, an advanced university degree in International Law, International Relations/Affairs, International Development, Political Science, Human Rights, Law, Data sciences, or Social sciences.
* Proficient in English and in another UN language[[1]](#footnote-1).
* 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.

**Desirable qualifications and skills**

* Interest in child rights, international law, humanitarian response
* Strong organizational skills and experience in organizing/coordinating events, meetings and/or conferences
* Excellent drafting skills (meeting minutes, notes, reports, communication materials)
* Research, data analysis, data visualization and information management skills
* Excellent knowledge of MS Office, Microsoft Teams, SharePoint and Zoom including conferencing
* Flexibility, diplomatic and teamwork skills, professional and personal integrity

**What the intern will learn**

* Mandatory trainings for UNICEF staff including child rights, skill building trainings from UNICEF.
* Trainings offered by UNHCR and other partners agencies.
* 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 IFRC, UNHCR, IOM, and other UN/IOs.
* Exposure to wide range of humanitarian-development-peace nexus 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 global guidance
* Working in a multicultural and multilingual team.

**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.

1. Arabic/Chinese/French/Russian/Spanish [↑](#footnote-ref-1)