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

UNICEF works in some of the world’s toughest places, to reach the world’s most disadvantaged children. To save their lives. To defend their rights. To help them fulfill their potential. Across 190 countries and territories, we work for every child, everywhere, every day, to build a better world for everyone. And we never give up.

**For every child, *protection***

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programmes, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children’s rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favoritism.

Bangladesh has a long history of natural disasters. The geographical location, land characteristics, multiplicity of rivers and the monsoon climate render Bangladesh highly vulnerable to natural hazards. Every year, over 5 million people, of whom 40 per cent are children are affected by floods, cyclones, river bank erosion, and salinity intrusion. [UNICEF Bangladesh](https://www.unicef.org/bangladesh/en) supports the government-led response to provide the most vulnerable children and women with an integrated package of lifesaving services that include health, nutrition, water and sanitation, education, child protection and risk communication. Given the increase in climate related hazards, UNICEF also works on strengthening preparedness, disaster risk reduction and resilience building of children, communities, and institutions.

**How can you make a difference?**

The purpose of the UNICEF internship programme is to provide a framework by which students pursuing or having recently completely a tertiary education are assigned to UNICEF offices to enhance their education experience through practical work assignments, to expose them to the work of the UNICEF, and to provide UNICEF offices with the assistance of qualified students or recent graduates specialized in various professional fields.

**Area of work: Humanitarian response, Field Services Section**

**Modality: Full time in Bangladesh**

**Duration: 12 months**

**Main tasks and responsibilities**

* Support identification of formal and informal sources of information and collection of available data on the evolving situation related to flood, cyclone and drought, including forecasting and trends.
* Assist in development and administration of internal data collection, inputting, categorization and cleansing.
* Support verification of humanitarian performance monitoring data and narrative reporting inputs for consistency.
* Support minute taking, documenting and knowledge management related to humanitarian preparedness and response action, disaster risk reduction and resilience building.
* Provide assistance in arranging internal and external meetings of the section.
* Support other work of the Field Operations / Emergency Coordination section.

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

* Bachelor’s degree (recent graduate, within 3 years) in one of the following areas: Humanitarian Studies, International Development, Business Administration, Public Policy, Public Administration, Development Studies, or social sciences.
* Strong academic performance as demonstrated by recent university or institution records or, if not available, a reference letter from an academic supervisor.
* Development work and volunteering experience is an asset but not a prerequisite.
* Exposure / experience of working in any humanitarian context is considered as an asset.
* No immediate relatives (e.g., father, mother, brother, sister) working in UNICEF.
* Experiences using Microsoft 365 applications (Word, Excel, PowerPoint, etc.) is an asset.
* Proficiency in English is required.

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

UNICEF's values of Care, Respect, Integrity, Trust, and Accountability (CRITA).

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.