**Terms of Reference for Internship**

**(UNODC’s Global Maritime Crime Programme in Maldives)**

**Background**

The mission of the Global Maritime Crime Programme (GMCP) of the United Nations Office on Drugs and Crime (UNODC) is to develop capacity building initiatives for Member States to facilitate actions against maritime crimes such as piracy, trafficking and use of illegal substances, smuggling of migrants, maritime environmental crime, etc., as well as support to prisons.

**Assignment**

The UNODC-GMCP is seeking an intern with a keen interest in research, international law, capacity-building of criminal justice actors including law enforcement agencies, with a specific focus on countering of transnational organized crime at sea, terrorism prevention and countering trafficking in persons and smuggling of migrants, who is committed to working at the forefront of administration of criminal justice, development, trend analysis and communications. The intern will assist the UNODC project team to implement relevant activities in the country through conducting research, ensuring visibility guidelines, developing communications materials and providing administrative support to UNODC’s programme team for effective project implementation in the Maldives.

**Duties and Responsibilities**

Under the supervision of and in consultation with the UNODC team, the selected candidate will:

* Assisting in organizing, implementing and monitoring the relevant programme strategies and activities;
* Assisting in preparing a variety of outputs, such as background papers, analyses, briefings, presentations, project proposals and documents, manuals, etc.;
* Conduct research and support data collection and collation;
* Communicate with the relevant stakeholders for organising meetings, events and/or consultations;
* Produce presentations to be used on printed material and social media platforms;
* Ensure that visibility guidelines of the United Nations and donors are met in relevant communications materials;
* Assist in reviewing the structure and language of reports and written outputs in English and Dhivehi, including proofreading and reformulating if necessary;
* Assist the project team in maintaining contacts with the relevant local criminal justice and law enforcement counterparts;
* Collaborate with interns in other regional teams for information sharing and exchange;
* Assist on various ad-hoc issues as required.

**Competencies**

* Excellent writing and communications skills in English and Dhivehi.
* Good knowledge of essential computer software, including word processing, presentations and Internet communication and research;
* Strong organizational skills and the ability to multitask;
* Responsible, responsive, and enthusiastic;
* Strong interest and/or experience with maritime crime;
* Strong interest in working with the United Nations system, particularly on drugs and crime related fields.
* Ability to work in a multi-cultural environment and a strong team working capacity;
* Good understanding on the criminal justice system, legal system, social development in Maldives’ context is an asset.

**Education:**

* Applicants to the United Nations internship programme must at the time of application meet one of the following requirements:
  1. Be enrolled in a graduate school programme (second university degree or equivalent, or higher);
  2. Be enrolled in the final academic year of a first university degree programme (minimum Bachelor’s level or equivalent);
  3. Have graduated with a university degree (as defined in (a) and (b) above) and, if selected, must commence the internship within a one-year period of graduation.
* For this internship, applicants from the following fields will be considered: Law, Social Science, Development Studies, Public Administration, Political Science, Conflict Studies, Criminology or a similar field.

**Languages:**

* Fluency and excellent speaking and writing skills in English and Dhivehi.

**Duty Station:**

* The intern will be based in Malé, Maldives.

**Diversity:**

* Whilst this internship is open to all interested candidates, female participants are encouraged to apply.

**General Conditions:**

* Applicants must be available for a minimum duration of two months (possibility of extension up to six months).
* Interns are expected to work on a full-time basis in the department/office that has selected them, under the supervision of a staff member at an appropriate level.
* Interns are not financially remunerated by the United Nations. Costs and arrangements for travel, visas, accommodation and living expenses are the responsibility of interns or their sponsoring institutions.
* The United Nations accepts no responsibility for the medical insurance of the intern or costs arising from injury, illness or death that may occur during an internship. Applicants for internship must show proof of valid medical insurance coverage to cover the full period of the internship at the duty station and provide a medical certificate of good health prior to the commencement of the internship.
* The United Nations accepts no responsibility for loss or damage to personal effects that may occur during the internship.
* Interns are not staff members and may not represent UNODC in any official capacity.

**Application Instruction:**

* Interested candidates are requested to send their CV along with a motivation letter (not more than 400 words) to [**joshua.gonzalez@un.org**](mailto:joshua.gonzalez@un.org) with the subject “Internship Application” **no later than 20 December 2020**.