

**Terms of Reference - Internship  
Regional Office for Eastern Africa**

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<b>Title:</b>	<b>Graphics Design Intern</b> (UNODC-ROEA Operations Manual)
<b>Organizational Section/Unit:</b>	Regional Office of Eastern Africa of the United Nations Office on Drugs and Crime (UNODC ROEA)
<b>Name and title Supervisor:</b>	Sylvie Bertrand -Deputy Regional Representative
<b>Duty Station:</b>	Front Office- UNODC ROEA
<b>Proposed period:</b>	As soon as possible
<b>Duration:</b>	3 working months (21 working days per month), with possibility of extension of an additional 3 months

**1. Background of the assignment:**

The Regional Office for Eastern Africa of the United Nations Office on Drugs and Crime (UNODC ROEA) covers thirteen countries, namely, Burundi, Comoros, Djibouti, Eritrea, Ethiopia Kenya, Madagascar, Mauritius, Rwanda, Seychelles, Somalia, Tanzania and Uganda.

The complex human security challenges facing the thirteen countries in the region demand a comprehensive and coherent approach. In this regard, UNODC has developed, in close consultation with the countries in the region, the Regional Programme (RP) for Eastern Africa, entitled: *"Promoting the Rule of Law and Security in Eastern Africa"* (2016 - 2021). The RP will enhance the rule of law and human security across the region by supporting Member States in their fight against transnational organized crime, especially piracy; trafficking in persons and smuggling of migrants; corruption; terrorism; drug use prevention, drug treatment and HIV/AIDS, through a variety of programmes aimed at bolstering the countries' rule of law and justice systems.

**2. Purpose of the assignment:**

In the context of the implementation of the Regional Programme, project teams are called upon successfully deliver of simple and complexes administrative processes, these include recruitment, procurement, travel, payment, etc.

UNODC - to support pillar teams, is developing an operation manual, as we as clear process step-by-step flowcharts to enhance the quality of outputs and completion of processes in a standardize manner.

The purpose of this assignment is to provide support to the Office of the Representative of the UNODC with the substantive and visual development of the operations manual for the Regional Office of Eastern Africa which will consolidate the standard operating procedures of the Regional Office to guide all project and administrative work of the Programmes under UNODC ROEA..

### **3. Specific tasks to be performed by the intern:**

Under the direct supervision of the front office and the overall guidance of the Regional Representative for Eastern Africa, the incumbent, will perform the following substantive duties: Support the Team to develop a UNODC Operations Manual by:

- Conducting specific process interviews with individual pillars/programmes to analyze and consolidate steps for each administrative process.
- Review, simplify and visually present flowchart to support the implementation of processes
- Work with the manual development team to review sections and visually depict complex processes, rules, regulations and information to render the manual user friendly.
- Consult and develop standard tools to be used by each end-user to increase standardization of processes and enhance output quality generated by ROEA.
- Perform other work-related tasks and assignments as necessary.

### **4. Qualifications/expertise sought (required educational background, years of relevant work experience, other special skills or knowledge required)**

Candidates for the Internship Programme will be selected on a competitive basis. The following minimum qualifications are required:

- Enrolment in a degree programme of a recognized institution or university degree in a subject related to the mandate of UNODC, or Graphic Design, Information Communication Technology, ICT), Journalism, or any related field;
- Excellent design, IT skills with experience in graphic design, specifically infographics depicting management and process flowchart and diagram and Microsoft Office Packages
- Good knowledge of all essential computer software including word processing, presentation and Internet communication and research;
- Strong interest in working with the UN system;
- Excellent knowledge of English with fluency in speaking, reading and writing. Knowledge of another UN language is an asset;
- Ability to work in a multicultural environment and a strong team-working capacity;
- Excellent knowledge of English and Kiswahili with fluency in speaking, reading and writing;
- English and French are the working languages of the United Nations Secretariat. For this position, fluency in English, i.e. oral and written proficiency, is required. Knowledge of another UN language is an asset.

## **5. Voluntary nature of the internship programme:**

**The UNODC Internship programme operates on a non-remunerative basis.** The costs connected with an intern's participation in the programme must be borne by the nominating institution or government or by the students themselves. The student also must obtain financing for subsistence and make his or her own arrangements for travel, visa, accommodation, etc.

## **6. Terms of Appointment:**

Duration of the internship is from 3 to 6 months and participants are required to work full-time as per UNODC ROEA office hours. Time is allowed for outside research work and interviews.

Interns will need to demonstrate that they hold a comprehensive medical insurance policy.

## **7. Diversity:**

Whilst the internship is open to applicants of all nationalities, UNODC encourages applicants from States within the Eastern Africa Region.

## **8. How to Apply:**

Interested candidates should:

- Submit a cover letter outlining their motivation for doing an internship;
- Submit a proof of continuing studies (i.e. a letter of confirmation from their university).
- Curriculum Vitae.

Applications should be sent to:

United Nations Office on Drugs and Crime  
Regional Office in Eastern Africa  
UNON Gigiri, Block X218  
PO Box 30218, 00100 Nairobi, Kenya

Applications can be submitted electronically via email to [easternafrika@unodc.org](mailto:easternafrika@unodc.org), **attention UNODC / FRONT OFFICE.** Note that due to a large volume of applicants, only short-listed candidates will be contacted.