Terms of Reference for Internship
(Prison Reform Initiative in Bangladesh)

The United Nations Office on Drugs and Crime, Regional Office for South Asia's Programme Office in Bangladesh would like to engage an intern for its Prison Reform Initiative in Bangladesh with specific focus on Non-custodial Measures – Alternatives to Imprisonment related issues such as review of acts, laws, rules, policies and strategies; imparting training for prisons staff on Non-Custodial Measures and the Nelsons Mandela Rules (NMR); conducting needs assessment on the prisons health system etc. The intern will work under the direct supervision of the National Programme Officer and will assist the project team in implementing relevant activities in the country through collection of primary and secondary data, conducting desk research, maintaining coordination and day-to-day communication. The Intern should be interested to work with different international and national consultants on a variety of areas under the project.

Duties and Responsibilities

The interested candidate will:

- Support data and information collection as well as collate them for analysis.
- Assist the project team in communicating with relevant stakeholders for organizing meeting/events/consultations, and maintaining such contacts;
- Provide assistance in organizing meetings and take meeting notes;
- Assist in organizing trainings and workshops
- Assist in preparing reports, reviewing the structure and language of reports and written outputs in English and in Bangla, including proofreading and reformulating, if necessary for improvement
- Assist the project team on various Office related tasks.

Requirements:

Applicants to the United Nations internship porgramme must at the time of application meet one of the following requirements:

(a) Be enrolled in a graduate school programme (second university degree or equivalent, or higher);
(b) Be enrolled in the final academic year of a first university degree programme (minimum Bachelor's level or equivalent)
(c) 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.

Competencies

- Excellent report writing skills
- Good command of the MS Office Package
- Strong organizational skills and the ability to multitask
- Responsible, responsive, and enthusiastic
- Interest in global issues and the United Nations
- Must be able to work in a multi-cultural environment and be aware of political sensitivities

- Good understanding on the criminal justice system/human rights/social development.

Education:

- Recent graduate or soon-to-be graduate from any of the following departments: Law or a similar field.

Language:

- Fluency and excellent speaking and writing skills in English and Bangla.

General Conditions:

- Applicants must be enrolled in a graduate/postgraduate university programme, both at the time of application and during the entire period of envisaged internship (for which they have to provide official documentary evidence from the university);
- The minimum duration of an internship is two months. This period can be extended up to a total period of six months.
- United Nations interns are not paid. All costs related to travel, insurance, accommodation and living expenses must be borne by either the interns or their sponsoring institutions;
- Intern is responsible for costs arising from accidents and/or illness incurred 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 A.B.M. Ziaul Kabir, National Programme Officer at: a.kabir1@un.org by 25 October 2021.