

**Terms of Reference for Internship
(Global Action against Trafficking in Persons and the Smuggling of Migrants -
Bangladesh)**

UNODC Programme Office for Bangladesh is seeking an intern for its “Global Action against Trafficking in Persons and the Smuggling of Migrants - Bangladesh (GLO.ACT - Bangladesh) Programme” with an interest in criminal justice reform, including specific focus on countering trafficking in persons and smuggling of migrants issues, who is committed to working at the forefront of administration of criminal justice, development, analysis of trends and communications. The intern will assist the UNODC GLO.ACT-Bangladesh programme team to implement relevant activities in the country through research, coordination and monitoring.

Duties and Responsibilities

The interested candidate will:

- Support data collection and collate the data in the prescribed format for analysis;
- Communicate with the relevant stakeholders for organizing meeting/events/consultations;
- Produce graphic presentations to be used on print material and social media platforms;
- Provide assistance in organizing meetings and take meeting notes;
- Assist in 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 in maintaining contacts with the relevant local criminal justice and law enforcement counterparts;
- Assist on various ad-hoc issues as required.

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, Social Science, Development Studies, Public Administration, Political Science, Conflict Studies, 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);

- Applicants must be available for a minimum duration of three months (possibility of extension up to 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;
- Interns are responsible for costs arising from accidents and/or illness incurred during the internship and must show proof of a valid major global medical insurance coverage;
- 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 muhammad.hassan@un.org by 25 June 2021.