BACKGROUND

UNODC would like to hire the intern with excellent communication skills, both written and verbal, a solid understanding of the domain of UNODC’s mandate and the sensitivity of its issues, an ability to work with and relate to a diverse set of clients, and excellent visualization skills. The position is located in the UNODC Regional Office for Southern Africa (ROSAF) in the drugs and HIV/AIDS programme. The intern is UNPAID, full-time and will work five days per week (40 hours) for the duration of six months. For more background information about the programme, please visit the following website: https://www.unodc.org/unodc/en/hiv-aids/new/index.html

DUTIES AND RESPONSIBILITIES

Under the overall supervision and guidance of the Regional Programme Officer, HIV/AIDS Prevention and Care, the Intern will be responsible to support the implementation of the HIV/AIDS programme’s work in line with UNODC mandate on HIV/AIDS prevention, treatment, care and support related to (a) drug use in particular injecting drug use and (b) prison settings. More specifically, he/she will perform the following:

- Assist the HIV programme with the review and drafting of technical publications, project documents, briefing materials and other documents. In doing so, he/she will ensure that a human-rights based-approach is adopted;
- Support the HIV programme with the organization and preparation of events, webinars and workshops. He/she may be expected to gather documentation, coordinate the agenda and other related materials;
- Assist the HIV programme in updating HIV related country profiles (research and drafting skills required), including developing new info-graphics;
- Assist the team with the drafting of web stories and other materials to be published in UNODC's website, as well as other social media related tasks;
- Perform other tasks as necessary.

CORE COMPETENCIES
Communication: Speaks and writes clearly and effectively. Actively listens, correctly interprets messages and responds appropriately. Asks questions to clarify and exhibits interest in having two-way communication. Tailors language, tone, style and format to match the audience. Demonstrates openness in sharing information and keeping people informed.

Teamwork: Works collaboratively with colleagues to achieve organizational goals. Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others. Places team agenda before personal agenda. Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position. Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Planning and organizing: Develops clear goals that are consistent with agreed strategies. Identifies priority activities and assignments; adjusts priorities as required. Allocates appropriate amount of time and resources for completing work. Foresees risks and allows for contingencies when planning. Monitors and adjusts plans and actions as necessary. Uses time efficiently.

Commitment to continuous learning: Keeps abreast of new developments in own occupation/profession. Actively seeks to develop oneself professionally and personally. Contributes to the learning of colleagues and subordinates. Shows willingness to learn from others. Seeks feedback to learn and improve.

EVALUATION CRITERIA/EXPERTISE SOUGHT (REQUIRED EDUCATIONAL BACKGROUND, YEARS OF RELEVANT WORK EXPERIENCE, OTHER SPECIAL SKILLS OR KNOWLEDGE REQUIRED):

Educational Qualifications:

- University degree or equivalent and/or graduates in public health, social sciences, communication, international development studies, international relations, political science or other relevant fields is required.
- Applicants to the UNODC internship programme must at the time of application meet one of the following requirements:
  a. Be enrolled in the final academic year of a first university degree programme (minimum bachelor’s level or equivalent);
  b. Be enrolled in a graduate school programme (second university degree or equivalent or higher); or
  c. Have recently graduated with a university degree (as defined above); (OFFICIAL PROOF FROM THE UNIVERSITY IN SUPPORT OF ONE OF THE ABOVE OPTIONS HAS TO ACCOMPANY THIS APPLICATION)

Experience and skills:

- Be computer literate in standard software applications, MS Office is required;
- Have demonstrated keen interest in the work of the United Nations and have a personal commitment to the ideals of the Charter;
- Ability to work in a multicultural environment and interact with individuals of different gender, which include willingness to try and understand and be tolerant of differing opinions and views.
- Demonstrated client orientation
- Ability to work under stress and multiple tasks under tight deadlines

Languages

“Intern/001/2022”
• English and French are the working languages of the United Nations. For this position, fluency in oral and written English is required. Knowledge of another official United Nations Secretariat language is an advantage.

APPLICATION REQUIREMENTS

Interested candidate with a relevant experience should submit the following documents to takalani.godobedza@un.org with the subject line “Intern/001/2022” by 06 June 2022.

1. Cover letter. The letter must include the following:
   - Degree Programme you currently studying
   - Graduation Date (When will you graduate or when did you graduate from the programme?)
   - List the IT skills and programmes that you are proficient in.
   - List your top three areas of interest.
   - Explain why you are the best candidate for this specific internship.
   - Explain your interest in the United Nations Internship Programme in general and this assignment in particular

2. Personal History Profile (UNDP P11 Form). The Personal History Profile must include past work experience if available, IT Skills and three contactable referees.

3. Proof of enrolment and/or graduation is required.

Assessment: Evaluation of qualified candidates may include an assessment exercise and/or a competency-based interview. Short-listed applicants may be required to undergo relevant skills tests and reference checks will be done.

For technical queries, please contact Human Resources Unit by email at takalani.godobedza@un.org

These TORs will also be available on UNODC website: https://www.unodc.org/southernafrica/en/consultancies-and-opportunities.html

N.B. 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.

UNODC/UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous group and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.

UNODC/UNDP does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment, and discrimination. All selected candidates will, therefore, undergo rigorous reference and background checks.

Note: Failure to submit supporting documents as specified in the advertisement will result in the application being considered as “incomplete”, therefore this will result in the disqualification of the applicant. Due to the high volume of applications, correspondence will be limited to shortlisted candidates only. UNODC reserves the right not to make an appointment.

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