



UNITED NATIONS DEVELOPMENT PROGRAMME INTERN JOB DESCRIPTION

I. Volunteer Post Information

Job Code Title: **Intern, UN Resident Coordinator Office**

Supervisor: UN Coordination Officer

Duration:.....Full time internship for 4 months (5 days per week, Sunday-Thursday)

Time frame:.....7 August 2010 -1 November 2010

Terms and conditions:.....UNDP standard rules and regulations with regard to intern

II. Organizational Context

Under the guidance and direct supervision of the UN Coordination Officer the intern will provide support to the overall work of the RC Office, including work on the update and redesign of the UN in Iran website. The intern will work in collaboration with other UN agencies and inter-agency groups as part of the coordination function of the RC office.

III. Functions Expected

General coordination activities:

- Contribute to the organization of workshops, seminars and meetings on matters related to the RC system and the UNCT. Assist in the writing of minutes.
- Assist the Coordination Officer with the coordination of the upcoming UNDAF preparation. This may involve tasks such as research and provision of background material, mapping of UN activities, short translations of documents in farsi and organization of logistical/administrative matters.
- Support the management of information on RC system activities.
- Provide support to inter-agency groups as requested.
- Follow up on meetings and logistical arrangements.
- Support the Coordination Officer in following up on the RC/UNCT Workplan.

Support to the Communications initiatives of the RC Office:

- Support the UN advocacy and publicity activities and other collaborative activities with the UN Communications Group such as promoting and creating awareness of the MDGs. Assist with preparation of public information materials as requested.
- Work on the update of the UN in Iran website. Liaise with the IT consultant on the redesign and maintenance of the UN website. Prepare short stories and news updates as required.

IV. Impact of Results

By supporting the RC Office to provide effective and accurate communications, sound analysis, data entry and presentation of information, the intern will help to facilitate decision making of the UNCT and the Resident Coordinator, and ultimately the implementation of important segments of the UNCT/RC Work Plan for 2010.

V. Competencies and Critical Success Factors

- Corporate Competencies:**
- Demonstrates commitment to UN mission, vision and values.
 - Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Functional Competencies:**
- Communication skills
- Demonstrates strong oral and written communication skills
 - Strong IT skills
- Development and Operational Effectiveness
- Ability to take own initiatives in assigned work areas and strategically plan for its work in a results oriented manner
 - Ability to gather and analyze data
 - Good knowledge of global development concerns
- Team skills and Self-Management
- Focuses on impact and result for the partners and responds positively to feedback
 - Consistently approaches work with energy and a positive, constructive attitude
 - Builds strong relationships with partners and international actors

VI. Qualifications

Education:	Undergraduate studies in International Relations, Economics, Political Sciences, Social Sciences or related field.
Experience:	Experience from studying or working in a developing country. Experience from working on websites and/or communications.
Language Requirements:	Excellent written and spoken English and Farsi

VII. Signatures- Internship Job Description Certification

Incumbent <i>(if applicable)</i>		
Name	Signature	Date
Supervisor		
Name	Signature	Date
Chief Division/Section		
Name	Signature	Date