



We are pleased to announce the following vacancy:

VA JID 1703 - Intern, Gender Team, UNFPA Asia and Pacific Regional Office

CLOSING DATE: Friday 28 April 2017, at 15:00 hours, Bangkok time
CATEGORY: Internship
DUTY STATION: UNFPA APRO Bangkok, Thailand
DURATION: June-August 2017 (Full-time with approximately 35 hours/week)
ORGANIZATION UNIT: Asia and the Pacific Regional Office

Background and Overview

The advancement of gender equality and women and girl's empowerment is one of the four outcomes of the Regional Programme of UNFPA in Asia and the Pacific in line with UNFPA's Strategic Plan 2014-2017. Key priorities highlighted in the Strategic Plan include:

- Outcome 1: Increased availability and use of integrated sexual and reproductive health services that are gender-responsive and meet human rights standards for quality of care and equity in access.
- Outcome 3: Advanced gender equality, women and girls' empowerment, and reproductive rights, including for the most vulnerable and marginalized women, adolescents and youth.
- Output 8: Increased capacity of partners to design and implement comprehensive programmes to reach marginalized adolescent girls including those at risk of child marriage.
- Output 10: Increased capacity to prevent gender-based violence and harmful practices, and enable the delivery of multi-sectoral services including in humanitarian settings.

In line with the priorities set out in the strategic plan, UNFPA APRO has identified the following specific priorities for the current Regional Programme:

- 1) Technical assistance to countries to strengthen multi-sectoral response to violence against women and girls, particularly through health sector,
- 2) Strengthen national and regional capacity to collect data on violence against women
- 3) Support to countries to increase capacity to design and implement programmes to address child marriage including adolescent pregnancy.

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In 2017, the final year of the current regional programme, the Gender Team will be focused on the following priorities:

- Implementation of the DFAT-UNFPA regional initiative, kNOwVAWdata to build capacity of and support countries to collect VAW prevalence data.
- Implementation of global programmes to eliminate harmful practices: the UNICEF-UNFPA global programme to end child marriage in South Asia, and the UNFPA global programme on gender-biased sex selection (with a focus on Vietnam, Nepal and Bangladesh)
- Prevention and response to GBV in development and humanitarian settings with a focus on roll-out of the essential services package for women and girls affected by violence.
- Engagement in regional advocacy events and regional and sub-regional mechanisms on gender and GBV including the TWG-GEEW and UNiTE working group.
- Technical advice and support to country offices including countries preparing Country Programme Documents and Country Programme Action Plans.
- Development of the new regional programme 2018-2021.

Under the direct supervision and guidance of Ingrid Fitzgerald, Regional Gender Adviser and Sujata Tuladhar, GBV Specialist, the intern will assist the Gender Team to implement the Annual Work Plan with a specific focus on:

- Providing support to preparation, implementation and reporting on the second inter-agency workshop on the Essential Services Package.
- Undertaking knowledge management including support to knowledge sharing with country offices
- Researching and documenting examples of good practice to support communication and reporting on regional and country level work on gender and GBV.
- Other duties as required.

A work plan with achievements for the duration of the Internship and learning opportunities will be agreed upon. Regular meetings with intern/s and close contact via email, discussing processes and work related outcomes will lead to a beneficial environment for the Intern.

Please reference “APRO Gender Team/2017” in the motivation letter of your application.

Key tasks and responsibilities

1. Drafting minutes and reports from meetings and workshops
2. Collecting, analyzing documents e.g. work plans, reports.
3. Preparing correspondence e.g. invitations.
4. Setting up and maintaining information and document management systems

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5. Attending and participating in inter-agency meetings and fora.
6. Researching and developing advocacy and communications materials.

Qualifications and Experience

1. Active enrolment or completion of a university programme in international relations, gender and development, social sciences or related fields.
2. 1-2 years relevant professional and/or voluntary work experience.
3. Fluency in English
4. Ability to think and work logically and work precisely with attention to detail
5. Ability to write clearly and concisely
6. Initiative, sound judgment and demonstrated ability to work harmoniously with staff members of different national and cultural backgrounds.

Learning Elements

Upon completion of the assignment, and depending on its duration, the Intern should be able to:

1. Increase their understanding of the UN system
2. Understand the mandate and policies of UNFPA
3. Understand the dynamics of regional UN interagency initiatives
4. Learn about and understand gender equality, gender based violence technical and conceptual frameworks and programmatic responses.
5. Write and formulate complex documents for a variety of audiences.
6. Network effectively with UN agencies and other partners
7. Work as a team member in a multicultural setting

Financial Aspects

Interns do not receive a salary or any other form of remuneration from UNFPA. The costs associated with an intern's participation in the programme must be assumed either by the nominating institution, which may provide the required financial assistance to its students, or by the students themselves, who will have to meet living expenses as well as make their own arrangements for accommodation, travel and other requirements. In addition, applicants must have medical insurance for the duration of the internship. Proof of insurance will need to be submitted before the internship begins.

How to apply:

Candidates should submit the following documents:

1. An application letter which states the candidate's motivation to apply for this internship
2. A curriculum vitae, and
3. A completed United Nations Personal History (P 11)

All the above documents must be sent by e-mail to vac-robangkok@unfpa.org .

The P11 is available on the UNFPA websites at <http://www.unfpa.org/resources/p11-un-personal-history-form>

Please quote the Vacancy number **VA JID 1703- Intern, Gender Team, UNFPA Asia and Pacific Regional Office**. The deadline for application is: **28 April 2017, at 15:00 Bangkok time**.

UNFPA will only be able to respond to those applications in which UNFPA has a further interest.

UNFPA provides a work environment that reflects the values of gender equality, teamwork, respect for diversity, integrity and a healthy balance of work and life. We are committed to maintaining our balances gender distribution and therefore encourage women to apply.

Notice: There is no application, processing or other fee at any stage of the application process. UNFPA does not solicit or screen for information in respect of HIV or AIDS and does not discriminate on the basis of HIV/AIDS status.

Date Issued: Monday, 27 March 2017

Date Closed: Friday, 28 April 2017, at 15:00 hours, Bangkok time

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