



## Internship

# UNFPA Nordic Representation Office

### UN City, Copenhagen

**Position:** Intern, UNFPA Nordic Representation Office  
**Where:** UN City Copenhagen, Marmorvej 51, 2100 København Ø  
**Duration:** 25 January – 30 June 2023  
**Time:** The internship will be full-time with an expected workload of 40 hours / week (excluding lunch)

#### Who we are

UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA's strategic plan (2022-2025), reaffirms the relevance of the current strategic direction of UNFPA and focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices.

UNFPA is seeking candidates that transform, inspire and deliver high impact and sustained results. We need interns who are exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in programme results.

The UNFPA Nordic Representation Office serves to liaise with key external partners including governments, parliaments, NGOs and media in the Nordic countries covered by the office. For more information on UNFPA, visit [www.unfpa.org](http://www.unfpa.org).

#### Your tasks and responsibilities

##### Analysis / Communication / Media related assignments:

- Political analysis; updating donor profiles of countries covered by UNFPA Nordic Representation Office with emphasis on ODA policies and the UNFPA mandate
- Media monitoring in all the countries covered by the Nordic Representation Office
- Prepare digital newsletters to partners in the Nordic countries as well as internally in UNFPA
- Translation and drafting of articles, op-eds and other journalistic work
- Contribute with content to the UNFPA Nordic Representation Office social media accounts (Twitter, Instagram and Facebook)
- Undertake presentations for groups of students and visitors to UN City
- Update contact database of key partners in the Nordic countries

##### General:

- Assist in the planning of high-level visits / travels to the Nordic region
- Assist in organizing logistics and communication in relation to events, launches and seminars
- Assist in other related duties as required, including administrative tasks and joint activities with the UN agencies in Copenhagen



### Your Educational Qualifications

Applicants within the following fields of study will be preferred: Political Science, International Relations, Development Studies, Global Health, Communications, or related field.

Applicants must at the time of application meet one of the following requirements:

- A. Be enrolled in a postgraduate degree programme (such as a master's programme, or higher)
- B. Be enrolled in the final academic year of a first university degree programme (such as bachelor's degree or equivalent)
- C. Have recently graduated with a university degree (as defined in (A) and (B) above) and, if selected, must start the internship within one-year of graduation
- D. Be enrolled in a postgraduate professional traineeship programme and undertake the internship as part of this programme

### Your Other Qualifications

- Fluency in a Nordic language and fluency in English is mandatory, knowledge of an additional Nordic language is an asset
- Demonstrated interest and experience in development and gender issues, particularly sexual and reproductive health and rights (SRHR)
- Experience with public information work, events, campaigns and outreach
- Good knowledge of Microsoft Office software package
- Ability to work independently as well as in teams
- Knowledge of the Adobe Suite, photoediting and/or video editing is an asset

### 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. However, they receive a stipend to help cover basic daily expenses related to the internship, if not financially supported by any institution or programme, such as a university, government, foundation, or scholarship programme.

In addition, applicants must have medical insurance for the duration of the internship. Proof of insurance will need to be submitted to UNFPA Nordic Representation Office before the internship begins. UNFPA does not provide medical insurance for interns.

### Application

Please send your CV along with a cover letter of **max 1 page** in **one** pdf-file (named `firstname_lastname`) by email to [nordic.office@unfpa.org](mailto:nordic.office@unfpa.org), no later than **30 October 2023**. Write "Nordic Representation Office Internship Spring 2023" in the email subject line.

Due to the volume of applications received, only shortlisted candidates will be contacted for an interview.