



Internship

UNFPA Nordic Representation Office

UN City, Copenhagen

Position: Intern, UNFPA Nordic Representation Office
Location: UN City Copenhagen, Marmorvej 51, 2100 København Ø, Denmark
Duration: 29 January – 28 June 2024
Time: The internship will be full-time with an expected workload of 40 hours / week

The position

Under the direct supervision of the Director, UNFPA Nordic Representation Office, the intern will support the office in the areas of communication and political analysis.

A work-plan with achievements for the duration of the Internship and learning opportunities will be agreed upon. Periodic progress meetings will lead to a beneficial environment for the Intern enhancing her/his skills and capacity in areas related to UNFPA's mandate.

About UNFPA and How You Can Make a Difference

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.

You would be responsible for

Communication and political analysis:

- Political analysis, updating donor profiles of countries covered by the UNFPA Nordic Representation Office with emphasis on ODA policies and the UNFPA mandate
- Media monitoring of all the countries covered by the Nordic Representation Office
- Preparation of newsletters to partners in the Nordic countries as well as internally in UNFPA
- Contribution of content to the UNFPA Nordic Representation Office social media accounts (Twitter, Instagram and Facebook)
- Translation of press releases, and drafting of articles, op-eds and other journalistic work
- 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

Qualifying for an Internship

All interns must meet the following educational and other eligibility requirements:

Educational requirements

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

Other Eligibility Requirements

- **Fluency in a Nordic language and fluency in English is mandatory**
- Documented interest in the field of development, particularly sexual and reproductive health and rights (SRHR)
- Demonstrated ability to adapt to new environments and to establish and maintain good working relations with individuals of different cultural backgrounds
- Strong analytical and writing skills
- Working knowledge of the Microsoft Office software package and/or G Suite

Preferred experience

- Knowledge of an additional Nordic language
- Experience with public information work, events, campaigns and outreach
- Knowledge of photoediting and/or video editing

An individual whose father, mother, son, daughter, brother or sister is a UNFPA staff member is not eligible for an internship with UNFPA.



Learning Elements

Upon completion of the assignment, and depending on its duration, the Intern will gain the following knowledge assets:

1. Increased understanding of UNFPA, our mandate and policies
2. Understanding of UNFPA programmes and communication activities
3. Liaising with external and internal partners and stakeholders
4. Increased understanding of the Nordic development-, humanitarian- and media landscape
5. Writing and formulating substantive documents
6. Learning UN technical language, working procedures, and coordination mechanisms
7. Networking with UN colleagues
8. Work experience 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, 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. The amount of the stipend varies according to the intern's agreed place of work, which may be different from the duty station of the hiring office in cases of remote arrangements. In addition, costs of round-trip travel (up to a certain maximum) may be provided to interns selected for an in-person internship according to UNFPA's policy.

Applicants must have medical insurance for the duration of the internship. Proof of insurance will need to be submitted before the internship begins. UNFPA does not provide medical insurance for interns.

For more information

Please contact Emmi Kallio-Sponholtz, Communications Assistant, UNFPA Nordic Representation Office, by email: kallio@unfpa.org.

How to Apply

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, no later than **5 December 2023**. Write "Nordic Representation Office Internship Spring 2024" in the email subject line.