United Nations Population Fund

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: 1 March 2027 - 31 July 2027
Time: The internship will be full-time (40 hours / week, excluding 30 min lunch break)

The position

Under the overall supervision of the Chief, 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 (2026-2029) sets the strategic direction of UNFPA and focuses on four transformative results: ending preventable maternal deaths, unmet need for family planning, gender-based violence and harmful practices, and adapting to demographic change while strengthening resilience.

The UNFPA Nordic Representation Office liaises with key external partners across the Nordic countries including governments, parliaments, NGOs and media and serves as a link between these partners and UNFPA HQ, regional and countries offices across the Global South. For more information on UNFPA, visit www.unfpa.org. In the fall of 2026, the office will be having a Nigerian exhibition come to UNCity with associated events; the State of World Population report 2026 is expected to be launched across the Nordics and key conferences with associated high-level visits are in the making.

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.

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
- Adaptation, development and posting of content to the UNFPA Nordic Representation Office social media accounts (mainly Instagram)

▪ Translation of press releases, and drafting of articles, op-eds and other journalistic work

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▪ Undertake presentations for groups of students and visitors to UN City ▪ Update contact database of key partners in the Nordic countries

General:

- Support the preparation of travels to and from the Nordic region and the development of briefing notes
- Assist in organizing logistics and communication in relation to events, launches and seminars
- Support the chief in meeting preparations and follow up
- 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 G Suite package
- Familiarity/experience with using Canva and/or other graphic design, photo/video editing platforms

Preferred experience

- Knowledge of an additional Nordic language
- Experience with public information work, events, campaigns and outreach

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

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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, the intern will 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 Mette Strandlod, UNFPA Nordic Representation Office, by email: strandlod@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 **17 November 2026** Write "Nordic Representation Office Internship Autumn 2026" in the email subject line.