

United Nations Development Programme

Representation Office in Tokyo

Terms of Reference for Internships



Objective:

Internships offer a small group of outstanding graduate-level students the opportunity to acquire direct exposure to UNDP's work. They are designed to complement development-oriented studies with practical experience in various aspects of multilateral technical cooperation, but also complement other international studies.

Description

UNDP's support for development puts partnership at the centre of all aspects of our work. Our partners include governments, the United Nations system, international financial institutions, the private sector, foundations and civil society organizations. Specific assignments for interns at Programme Unit may include;

- Research work on development subjects, including MDGs and other UNDP thematic areas
- Writing and translating documents, cataloguing information
- Assisting in preparing workshops/seminars/conferences
- Assisting in conducting partnership building activities
- Learning and developmental experiences that compliment advanced studies

Eligibility Criteria:

Interns are selected on a competitive basis. The following minimum qualifications are required:

- Enrollment in a graduate-level degree programme in a development related field such as economics, public or business administration, or international relations. Professional experience in public and/or private sector is an asset.
- Proficiency in Japanese
- Excellent written and spoken English.
- Excellent computer knowledge (Microsoft Office applications).
- Excellent interactive and interpersonal skills, and the ability to work in a multicultural environment.

Duration of internship:

3 to 6 months on a full-time (8 hours/day) or part-time basis (4 hours/day). At least 3 days full time a week (24 hours/week). Internships require a 3 month commitment (minimum). Please do not apply if you can only offer less.

Financial Aspects:

Interns are not financially remunerated by UNDP. All costs connected with an intern's participation in the Programme must be borne by:

- the nominating institution, related institution or government, which may provide the required financial assistance to its students;
- the student, who will have to obtain financing for subsistence and make his/her own arrangements for travel (including to and from the office), visas, accommodation, etc as necessary.

Status of an Intern:

Interns are considered gratis personnel. They are not staff members and may not represent UNDP in any official capacity. The purpose of the Internship Programme is not to lead to further employment with UNDP but to complement an intern's studies. Therefore, there should be no expectation of employment at the end of an internship. Interns cannot apply for posts during the period of internship. There must be minimum 3 months break after internship before any type of UNDP contract is signed.

Application:

Interested students must send the following documentation to UNDP Representation Office in Tokyo electronically or by mail.

- Duly completed UNDP Internship application form * the form can be downloaded from <http://www.undp.org/internships/>.
- Resume (English and Japanese)

Mailing Address: UNDP Representation Office in Tokyo
UN House 8F, Jingumae 5-53-70
Shibuya-ku, Tokyo 150-0001

E-mail: undptokyo.hr@undp.org

Deadline: Application must arrive by 28 February 2013 (Japan Standard Time).