



TERMS OF REFERENCE

Internship in Volunteer Knowledge and Innovation Section

Duration: Opportunities of between 3 and 6 months are available on an ongoing basis through 2017. Please specify your availability.

Start Date: Currently filling positions beginning mid November 2016

Background:

The United Nations Volunteers programme (UNV) is the United Nations programme that supports sustainable human development globally through the promotion of volunteerism and the mobilization of volunteers. It operates against a background of growing recognition that volunteerism brings benefits to both society at large and the individual volunteer; that it makes important contributions, economically as well as socially; and that it contributes to more cohesive societies by building trust and reciprocity among citizens. Universal and inclusive, UNV embraces all types of volunteer action while holding to the values of free will, commitment, engagement and solidarity, which are the foundations of volunteerism.

UNV is headquartered in Bonn, Germany and has approximately 150 staff positions – the majority in Bonn with some dozen positions in different UN peacekeeping missions, and other Headquarters locations (e.g. New York and Tokyo) and Regional Offices. In the field, UNV has country office teams, composed of UNV Programme Officers (UN Volunteers) and Country Office Assistants, in many of the UNDP country offices.

The Volunteer Knowledge and Innovation Section (VKIS) is responsible for advancing the understanding of the value, and strengthen the contribution, of volunteerism into peace and development initiatives through:

- Strengthening the knowledge base on volunteerism through deepening research, measurement and convening volunteer involving organisations (VIOS) and civil society organisations (CSOs), as a means to convert this knowledge into policy and practice thereby contribution to an enabling environment for volunteerism;
- Leading and promoting the production of the State of the World's Volunteerism Report as a flagship report for showcasing the contribution of volunteerism to peace and development;
- Building the capacity of UN Volunteers and UNV personnel to optimize the impact of volunteers and volunteerism;
- Fostering innovation in UNV's contribution to volunteerism, drawing upon good practices and concrete results achieved in the field and stimulating ideas for new approaches to volunteerism emerging from within and beyond UNV;
- Positioning volunteerism as a credible solution for the Sustainable Development Goals (SDGs).

Duties and responsibilities

Under the coordination of the Knowledge Management Associate and supervision of specified VKIS staff, the intern will support building UNV substantive knowledge and capacity to promote and facilitate volunteerism for peace and development globally; as well as to enhance UNV policies, programming and partnerships. Assignments may include:

- Research, track, scan, analyze key developments within UNV and among partners
- Develop reports or policy briefs, with reviews of articles, reports, and online sources in different languages, on selected trends in volunteerism, volunteer management, and volunteering contributions to peace and development
- Analyze reports, surveys results and briefs to extract key messages and develop summaries.
- Support the recruitment of e-volunteers to support VKIS activities.
- Support development of joint publications and networking activities with volunteer involving partners
- Taking minutes, preparing presentations/materials, and support for in-house working groups, workshops, or consultative meetings
- Support the development of advocacy and communication materials (tools, videos, articles, databases etc.)
- May be requested to undertake additional tasks subject to workload and skill sets of the individual recruited.

The intern is also expected to strengthen his/her knowledge and understanding of the concept of volunteerism by reading relevant UNV and other publications.

Learning opportunities for the intern

- General understanding of the work and mission of the UNV programme, and of volunteerism's contribution to peace and development effectiveness;
- Insight and hands-on experience with UNV research, policy analysis and volunteer learning and knowledge management activities;
- Insight and hands-on experience in UNV's role in advocating and promoting volunteerism for peace and development; and
- Become more familiar with working in a United Nations / international organization and in a multicultural environment.

Minimum Qualifications & Experience

- Currently enrolled in a Master's degree / programme in development, social science, political science, communications, knowledge management, evaluation or a related field. (*Please note that only candidates who will be returning to their studies upon the completion of their internship qualify for an internship with UNV.*)
- Strong interest in development cooperation and in the work of the United Nations Volunteers programme.
- Previous experience in developing countries is desirable. Knowledge of the UN work environment an advantage.
- Experience in volunteering a strong asset.
- Excellent oral and written communications skills and demonstrated research abilities and interest
- Internet proficiency as well as proficiency in MS Office (Word, Excel, PowerPoint) is required. Experience with the development of statistics, charts in Excel and Web 2.0 tools (especially social networking) an asset.
- Fluency in English is required; Fluency in an additional UN language is an asset.

General Terms and Conditions

- UNDP Conditions of Service for interns (<http://www.undp.org/internships/>) apply for interns working at UNV Headquarters.
- The Internship Programme operates on a non-remunerative basis. Costs and arrangements for travel, visa, accommodation and living expenses are the responsibility of the intern.
- The purpose of the Internship Programme is not to lead to further employment with UNV but to complement an intern's studies. Therefore, there should be no expectation of employment at the end of an internship.
- UNV accepts no responsibility for the intern's medical insurance or for costs arising from illness during the internship. Interns are required to provide proof of medical insurance coverage.
- Only short-listed candidates will be contacted and called for a motivational interview that will take place on an ongoing basis.

Applications ([Application form](#), CV & cover letter in English), including the dates and length of your availability, should be sent via e-mail to lejla.doering@unv.org