

## Terms of Reference

<b>I. POSITION INFORMATION</b>	
Position title	Programme Management Support Intern
Position grade	Intern
Duty station	UNDP, Rwanda
Appointment type	Internship contract
Reports directly to	Programme Analyst/Head of UNV Field Unit
<b>VACANCY-SPECIFIC INFORMATION</b>	
Estimated closing date	01 May 2019
Estimated start date	Immediate
Estimated end date	31 July 2019
Internship Opportunity	Open to selected candidate after desk review
<b>II. ORGANIZATIONAL CONTEXT AND SCOPE</b>	
<p>The United Nations Volunteers (UNV) programme is the UN organization that contributes to peace and development through volunteerism worldwide. Volunteerism is a powerful means of engaging people in tackling development challenges, and it can transform the pace and nature of development. Volunteerism benefits both society at large and the individual volunteer by strengthening trust, solidarity and reciprocity among citizens, and by purposefully creating opportunities for participation.</p> <p>UNV contributes to peace and development by advocating for recognition of volunteers, working with partners to integrate volunteerism into development programming, and mobilizing an increasing number and diversity of volunteers, including experienced UNV volunteers, throughout the world. UNV embraces volunteerism as universal and inclusive, and recognizes volunteerism in its diversity, as well as the values that sustain it: free will, commitment, engagement and solidarity.</p> <p>Under the UNV East and Southern Africa Regional Office (Nairobi, Kenya), the UNV Field Unit Rwanda is the first entry point for partners wishing to engage with UNV at country level. It offers UNV services and solutions to government partners, UN entities, civil society and the private sector. It conducts scoping and delivers UNV advisory services on volunteer promotion initiatives. The Field Unit mobilizes, oversees and facilitates the work of a growing number of national and international UN volunteers in the country in collaboration with host agencies and beneficiary communities.</p>	

### III. RESPONSIBILITIES AND ACCOUNTABILITIES

Under the supervision of the Programme Analyst/Head of UNV Field Unit, the intern shall work with the UNV Field Unit (FU) team to perform, inter alia, the following tasks: -

- Provide support to volunteer recruitment and contract management (description of assignment - DOA drafting and review, interviews, payroll-claims collection, contract extensions, etc.);
- Receive volunteers, brief and organize for medical checkup, security briefing and address/orient their queries and service requests;
- Contribute to setting up and managing the FU's volunteer buddy system for effective peer support among UN volunteers;
- Provide support to project management including routine review, collating information and compiling reports on implementation;
- Draft, as appropriate, analytical reports on country trends and the impact of these to volunteer mobilization and other UNV initiatives;
- Scan to identify opportunities and recommend priority actions for volunteer mobilization throughout the UNDAP II implementation process;
- Assist the FU team in the organizing meetings and other events;
- Identify, document and share best practices, programme innovations and research reports relating to volunteerism in the country;
- Develop/maintain strategic partnerships & collaboration with partner agencies and other stakeholders for purposes of data and information management and use in volunteering for peace and development;
- Participate in meetings, draft meeting minutes and perform other support tasks as required.

### IV. ELIGIBILITY AND SELECTION

Applicants to the UNDP internship programme must at the time of application meet the following eligibility requirements:

- (a) Be enrolled in a graduate school programme (second university degree or equivalent, or higher);
- (b) Be enrolled in the final academic year of a first university degree programme (minimum bachelor's level or equivalent);

- (c) Have 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) Proof of University enrolment;
- (e) Proof of Medical clearance;
- (f) Proof of Medical Insurance;
- (g) CV;
- (h) UNDP internship application form duly filled.

#### **V. LANGUAGES**

Required (specify the required knowledge)	Advantageous
English	Kinyarwanda and/or French

#### **VI. COMPETENCIES**

The intern is expected to demonstrate the following competencies:

- Accountability – takes responsibility for action and manages constructive criticisms
- Client Orientation – works effectively well with client and stakeholders
- Continuous Learning – promotes continuous learning for self and others
- Communication – listens and communicates clearly, adapting delivery to the audience
- Creativity and Initiative – actively seeks new ways of improving programmes or services
- Planning and Organizing - plans work, anticipates risks, and sets goals within area of responsibility;
- Teamwork – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation.



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