



Job Description

Job Title	Intern- Admin
Location	Damascus, Syria
Full/Part Time	Full-time (40 Hours per week)
Regular/Temporary	Internship

How to Apply: Interested and qualified candidates can submit their CVs to the email below:

hr.syria@unfpa.org

Rotation

This post is non-rotational.

Background Information

PLEASE NOTE THAT THIS VACANCY IS OPEN ONLY TO NATIONALS OF SYRIA.

Closing Date: 20 February 2022

Contract type: Internship

Duty Station: Damascus

Duration: 6 Months (*)

Supervisory arrangements: the intern will be reported to Management Assistant

(*) No expectancy of renewal.

The Position:

Under the direct supervision of the Management Assistant the intern will provide support for performing clerical tasks within an office setting to support daily operations. Their duties include answering and transferring phone calls to employees, sorting and delivering mail to employees and greeting visitors when they arrive for meetings with management or staff.

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 and OSQA/PD.

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 expands choices and possibilities for women and young people to lead healthy and productive lives. UNFPA's new strategic plan (2018-2021), 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.

You would be responsible for:

The intern will:

1. Logs and routes incoming documents from the Representative to the CO staff for action; reviews and ensures conformity to UNFPA's guidelines and procedures of all outgoing correspondences and submits for the Representative's signature
2. Drafts non-substantive correspondence, takes dictations and types correspondence, documents and reports ensuring that spelling, punctuation, and format are correct; and in consultation with other CO personnel responds to requests for information, which may be of a confidential nature, in a timely, discrete and accurate manner.
3. Researches files, collects requested information, and organizes material to meet the Representative's needs. This includes preparation of information and/ or briefs, summaries and background documentation required by the Representative for all official missions and special meetings
4. Sets up and monitors the filing system and a follow-up system for the CO. Organizes and maintains the filing system for the Representative's Office. Maintains up-to-date electronic mailing lists.
5. Responsible for protocol matters. Manages the Representative's calendar and schedule of appointments and meetings. Receives high-ranking visitors/officials. Takes minutes and/ or notes as required, and answers and screens calls with tact and discretion.
6. Makes travel arrangements for the Representative. Monitors the budget of the Representative's Office, sets up and manages administrative files on the Representative's mission travel, mission reports, administers' the Representative's leave attendance, and coordinates the preparation and updating of the Representative's travel plans.
7. Manage the minutes and action points from programme and management meetings.
8. Perform other duties as required.

You Have:

Your Education: Active enrolment or recent completion of a Master's level degree programme in a relevant field (e.g. international development, public health, gender, nonprofit management or population and development).

Your Experiences:

- Some experience in working with development agencies, including in volunteer capacity.
- Fluency in English. Knowledge of other languages an asset.
- Strong analytical and writing skills.
- Initiative, sound judgment and demonstrated ability to work harmoniously with staff members from different national and cultural backgrounds.

Learning Elements:

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

1. Increased understanding of the UNFPA and the Programme Division within UNFPA
2. Understand the UNFPA mandate and policies, including regional set-up
3. Understand and familiarize with UNFPA Governance and Executive Board
4. Understand UNFPA programme design and delivery mechanisms
5. Understand the dynamics of operational and programme support and communications to the field, and at the level of HQ
6. Learn UN technical language, working procedures, and coordination mechanisms
7. Write and formulate substantive documents
8. Network with UN colleagues

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, travel 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 duty station. In addition, 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.