



TERMS OF REFERENCE

Internship: Knowledge/Information Management and Communication Intern

Location: UNV Tokyo Liaison Office

Duration: Minimum 6 weeks but not more than 3 months. Interns must come to UNV Tokyo Office at least 16 hours a week.

Start Date: Early October 2013

Deadline for Application: 9 October 2013 (23:00h Japan Standard Time) (EXTENDED)

Number of the people: Two people

Background:

The United Nations Volunteers (UNV) programme is the United Nations organization 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). In the field, UNV has country office teams, composed of UNV Programme Officers (UNV volunteers) and Country Office Assistants, in many of the UNDP country offices. The major organizational groups within UNV are:

- ◆ The Office of the Executive Coordinator (OEC);
- ◆ The Evaluation Unit;
- ◆ The Corporate Planning and Performance Unit;
- ◆ The Volunteer Programme and Management Group (VPMG) comprising the Peace and Development Divisions; Volunteer Recruitment Resources Section (VRRS); Volunteer Knowledge and Innovation Section (VKIS); supported by a Quality Assurance Unit;
- ◆ The Partnerships and Communications Division (PCD); and
- ◆ The Management Services Division (MSD) comprising sections for Information Support Services, Finance, Human Resources, as well as Units for Common Services and Administration.

Knowledge / Information Management and Communication Intern

(1) Duties and responsibilities

Under the supervision of the Liaison Specialist, the intern will support particularly knowledge/information management and communication aspects of UNV Tokyo Office. Assignments may include:

(a) Knowledge/Information Management (70%)

- ◆ Develop a master database of approximately 800 former Japanese UN Volunteers;
- ◆ Create a location map of serving / served Japanese UN Volunteers and develop graphic data of Japanese UN Volunteers

(b) Communication (30%)

- ◆ Support translation of UNV's information materials and articles in English into Japanese;
- ◆ Provide logistical support to upcoming events including UNV HQs mission to Japan;
- ◆ Take minutes, prepare presentations/materials, and support workshops or meetings; and



- ◆ Tasks as requested by UNV Tokyo.

(2) 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 policy analysis and strategic development;
- ◆ 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.

(3) Minimum Qualifications & Experience

- ◆ Currently enrolled in an undergraduate (3rd or 4th year) or Master's degree / programme in relevant specialized field such as volunteer studies, international cooperation, international development, peace building, social science, political science, international relations etc. . (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 the area of peace and development and in the work of the United Nations Volunteers programme.
- ◆ Experience in volunteering is a strong asset.
- ◆ Internet proficiency as well as proficiency in MS Office (Word, Excel, PowerPoint) is required. Experience with database creation and management, development of graphs, charts in Excel and PowerPoint is highly desirable.
- ◆ Proficiency in Japanese and English is required.

(4) General Terms and Conditions

- ◆ UNDP Conditions of Service for interns (<http://www.undp.org/internships/>) apply for interns working at UNV Headquarters / UNV Tokyo Office.
- ◆ 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.
- ◆ The location of the internship will be UNV Tokyo Liaison Office, Tokyo, Japan.

(5) Applications

- ◆ Application Form in English (Download: <http://www.unv.org/en/about-us/employment/internship.html>)
- ◆ CV (Japanese and English)
- ◆ Cover Letter in English
- ◆ Schedule of your available time and date of internship
- ◆ Send your application files via email to: atsushi.nashimoto@unvolunteers.org
- ◆ Only short-listed candidates will be contacted and called for a motivational interview.

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