

Internships

Objective:

1. Internships with UNFPA offer university students, students in a similar educational programme or university graduates the opportunity to acquire direct exposure to the work of UNFPA. It is intended to complement primarily development-oriented studies or studies in related fields with practical experience. By working under the supervision of a UNFPA staff member, interns may gain a more profound understanding of United Nations development assistance, especially in the field of population and development, reproductive health, HIV/AIDS and in advocacy.
2. This policy does not apply to fellows engaged through the UNFPA Special Youth Programme.

Qualifications:

3. The background of any applicant for an internship should be matched with the requirements of the Fund. Interns should meet the following requirements:
 - (a) Active enrollment in or completion of a university or similar educational programme;
 - (b) Interest in the field of development;
 - (c) Written and spoken proficiency in English; fluency in one of the other official languages of the United Nations is an asset;
 - (d) Ability to adapt to new environments and to establish and maintain good working relations with individuals of different cultural backgrounds.

Duration:

4. The duration of the internship should normally be two months, which may be extended. The total duration should not exceed six months, but exceptions may be permitted if this is in the interest of UNFPA.

Role of substantive units:

5. Interns should be assigned to a specific substantive unit and should report to a specific supervisor. The supervisor should prepare terms of reference ("TOR") describing the intern's tasks and provide such TOR to the Division for Human Resources.
6. At the end of the internship period, the supervisor should prepare a written evaluation of the intern's performance.

Status and duties:

7. Interns are not staff members of UNFPA. The intern does not enjoy the privileges and immunities accorded to the United Nations and its officials.

Interns shall:

8. Not represent UNFPA in any official capacity;
9. Observe all applicable rules, regulations, instructions, procedures and directives of UNFPA, notwithstanding their status as described above;
10. Provide the substantive unit with a copy of all materials prepared by them during the internship. UNFPA shall be entitled to all property rights, including but not limited to patents, copyrights and trademarks, with regard to material which bears a direct relation to, or is made in consequence of, the services provided under the internship. At the request of UNFPA, the concerned intern shall assist in securing such property rights and transferring them to UNFPA in compliance with the requirements of the applicable law;
11. Respect the impartiality and independence required of UNFPA and the United Nations and shall not seek or accept instructions regarding the services performed under the internship from any Government or from any authority external to the United Nations;
12. Interns may not communicate at any time to the media or to any institution, person, Government or any other external source any information which has become known to them by reason of their association with UNFPA, that they know or ought to have known has not been made public. They may not use any such information without the written authorization of the appropriate official, and such information may never be used for personal gain. These obligations also apply after the end of the internship with UNFPA;
13. Refrain from any conduct that would adversely reflect on UNFPA or the United Nations and will not engage in any activity which is incompatible with the aims and objectives of the United Nations.

No remuneration or financial support from UNFPA:

14. UNFPA internships are performed strictly on a non-remunerative basis. The intern must make his/her own arrangements concerning all expenses associated with the internship, including living expenses and travel costs.

Medical insurance coverage:

15. The intern is personally responsible for and must provide proof of adequate and regular medical insurance and must maintain such insurance during the internship.

Liability and third-party claims:

16. UNFPA is not responsible for any illness, injury, accident or death incurred during or in connection with the internship, or any costs associated with such events.
17. UNFPA is not responsible for any claims by any parties where the loss of or damage to their property, death or personal injury was caused by the actions or omission of action by the intern during the internship.

Passports, visas, travel during the internship:

18. The intern is responsible for obtaining a passport and all necessary visas. UNFPA will only issue a letter stating acceptance of an individual as an intern and the conditions governing the internship.
19. The intern may not undertake travel on UNFPA official business during the internship period.

Employment Prospects:

20. The UNFPA internship is not connected with employment and does not give rise to any expectancy of future employment.
21. Inters with UNFPA shall not be eligible for recruitment as a staff member within a 3 month period following the conclusion of their internship.

Attendance:

22. The internship is normally performed on a full-time basis; the intern is expected to work during normal working hours.
23. The intern shall provide written notice in case of illness or other unavoidable circumstances which might prevent him/her from fulfilling his/her obligations.

Procedures:

Application:

24. Persons who are eligible for and interested in an internship with UNFPA must submit an application. The internship application form is available on the UNFPA webpage at <http://www.unfpa.org> (follow link to “contact us”, then “employment”, then “internships”).
25. Applicants for internships at UNFPA Headquarters shall submit the following documentation to the Division for Human Resources (DHR) through a central e-mail address for internship applications (at: internship@unfpa.org):
 - The internship application form;
 - A completed and signed UN Personal History Form (P-11);
 - A brief statement (one to two pages) describing their interest in performing an internship with UNFPA.
26. Applicants for internships at field duty stations shall submit the same documentation to the manager of the field duty station (Representative, CST Director or Chief of Operations) at which they desire to perform the internship.

Selection:

27. It is incumbent upon substantive managers to select a suitable candidate for a UNFPA internship.
28. At UNFPA Headquarters, substantive managers may select candidates from among the applicants who submitted applications to DHR through the central e-mail address. At field duty stations, the manager should do so from among the applicants who submitted applications to him/her directly.
29. Subsequently, the managers should contact the candidate directly to reach agreement regarding the details of the internship, including the starting date and length of the internship.
30. DHR or the manager at the field duty station are responsible for ensuring that applicants who are not eligible for an internship are not selected.

Further arrangements prior to internship:

31. Following selection for an internship, the candidate must submit the following documents before the internship commences:
 - Proof of adequate and regular medical insurance;
 - Proof of active enrollment in or completion of a university or similar educational programme (for example: letter from the university registrar, most recent transcript or copy of diploma);
 - Signed copy of the UNFPA internship agreement (see ANNEX to this policy).

32. These documents shall be submitted through the substantive manager to DHR (for internships at Headquarters) or directly to the manager at the duty station (for internships at field duty stations).
33. Following receipt of these documents, final administrative arrangements for the commencement of the internship may be made (e.g. issuance of grounds pass, assignment of work station etc.).

Extension of internship:

34. In the event that the internship is extended, the intern shall sign a new UNFPA internship agreement, which shall be submitted through the substantive manager to DHR (for internships at Headquarters) or directly to the manager (for internships at field duty stations).

Final provisions:

35. This policy supersedes the UNFPA internship policy of 25 July 2000.