Terms of Reference
National Intern, Partnerships

I. IDENTIFICATION OF THE POST

Title: National Intern
Sector of assignment: Partnerships
Organizational unit: UN Resident Coordinator’s Office in Lao PDR
Country and Duty Station: Vientiane, Lao People’s Democratic Republic
Internship duration: 6 months with possibility for extension

II. CORPORATE BACKGROUND:

The UN Country Team (UNCT) is led by the UN Resident Coordinator (RC), the designated representative of the UN Secretary General in the Lao PDR. The RC leads the UN's overall engagement and cooperation with Lao PDR, and strategic guidance and coordination for the operational activities of the UN System and its agencies, funds and programmes at the country level, ensuring that the UN System is able to provide efficient and effective development support.

The Resident Coordinator’s Office (RCO) serves as the secretariat to the RC and UNCT, providing organizational, advisory and management support, and facilitating the UN System's joint strategic planning. The RCO draws on the expertise and experience of the entire UN family, promoting information exchange, cooperation and collaboration among UN agencies, and supporting joint initiatives, for instance on the localization of the Sustainable Development Goals (SDGs).

III. INTERNSHIP OFFICE BACKGROUND:

The Intern will work as part of the RCO Coordination Officers team. Under the supervision of the Coordination Officer, the Intern will provide support to the RCO's coordination work, with a special focus on partnership and sustainable development.

IV. DUTIES:

The intern will assist RCO Coordination Officers with the following duties and responsibilities:

1) Supports initiatives related to the 2030 Agenda for Sustainable Development;

2) Support engagement with the Government of Laos and other stakeholders on issues related to the 2030 Agenda for Sustainable Development;

3) Support mainstreaming of Leave No One Behind (LNOB) approach in the UNCT's operational and advocacy work;

4) Support RCO efforts to integrate the implementation of the LNOB approach across the country programming cycle: CCA, Joint Steering Committee, and the forthcoming UNSDCF.

5) Support data entry into UN Info.

6) Promote and advocate for the fundamental values, standards, and principles of the UN Charter, including respect for and protection of human rights. Ensure that human rights are promoted, respected, protected, and advanced through, within, and by their own organizational entity/unit.
IV. REQUIREMENTS AND QUALIFICATIONS

The internship is open to Lao Nationals as an opportunity to gain on-the-job training and experience and knowledge of the UN System’s support to Lao PDR.

Education:

Candidates must meet at least one of the following educational requirements:

- Currently enrolled in final year of a Bachelor’s degree programme; or
- Currently enrolled in a Master’s degree programme; or
- Recent graduate (not more than one year) from a Master’s degree programme or equivalent.

Field of study: International relations, development or equivalent.

IT skills:

- Strong experience with Microsoft Office tools

Language skills: English (fluent), Lao (fluent) is required.

Other competencies and attitude:

- Demonstrated interest and/or experience in communications, journalism, international relations, development, marketing or related field is required;
- Willingness to learn and support event organization and a desire to learn new skills and take on new tasks;
- Good analytical skills and interest and motivation to work in an international organization;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Consistently approaches work with energy and a positive, constructive attitude.

This internship is full-time, five days per week (40 hours), but flexibility is allowed for education programmes; a stipend is included but is not intended as salary, but as a means to provide equal learning opportunities for all interns; Interns are not staff members and may not represent the UN System in Lao PDR in any official capacity.

The United Nations is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.