

INTERNSHIP TERMS OF REFERENCE

I. IDENTIFICATION OF THE POST

Title:	Intern
Sector of assignment:	Management
Organizational unit:	UNDP Suriname Country Office
Country and Duty Station:	Suriname, Paramaribo
Internship duration:	6 months
Supervisor's name:	Armstrong Alexis
Supervisor's title:	Deputy Resident Representative

II. CORPORATE BACKGROUND:

UNDP works in about 170 countries and territories, helping to achieve the eradication of poverty, and the reduction of inequalities and exclusion. We help countries to develop policies, leadership skills, partnering abilities, institutional capabilities and build resilience in order to sustain development results.

UNDP is working to strengthen new frameworks for development, disaster risk reduction and climate change. We support countries' efforts to achieve the new Sustainable Development Goals, which will guide global development priorities through 2030. The key 2030 Agenda principle of leaving no one behind and stamping out inequality is at the core of everything we do.

UNDP focuses on helping countries build and share solutions in three main areas:

- Sustainable development
- Democratic governance and peacebuilding
- Climate and disaster resilience

In all our activities, we encourage the protection of human rights and the empowerment of women, minorities and the poorest and most vulnerable.

III. INTERNSHIP OFFICE BACKGROUND:

UNDP Suriname Country Office is a small Country Office with a large volume of internal and external demands. The current administration architecture of the Country is limited and senior management functions requires a high level of organization and precision in planning and executing tasks.

Under the guidance and direct supervision of the Deputy Resident Representative (DRR), the Management Intern supports the DRR in ensuring the effective and efficient functioning of the DRR's office, full confidentiality in all aspects of assignment, maintenance of protocol procedures, management of information flow and follow-up on deadlines and commitments made.

The Management Intern will work in close collaboration with Front Office, Programmes, Business Development and Operations teams, UN Agencies and national authorities to ensure efficient flow of information, timely follow up, preparation of summary notes from meetings, and supervised office administration.

III. DUTIES:

The intern will assist in the following duties and responsibilities:

No	Duties and responsibilities	% of time
<i>In this section list the primary responsibilities and tasks of the position. (Include percentages for each duty.)</i>		
1	Supports effective and efficient functioning of the DRR's office focusing on achievement of the following results: ☐ Efficient follow up of planned initiatives from the DRR's office, ensuring an environment of professionalism and timely delivery of services; ☐ Efficient and discreet management of the DRR's schedules; ☐ Organization of regular and ad-hoc meetings; preparation of minutes and summaries of actions to be taken; tracking of progress on planned issues; follow-up with focal points. ☐ Use and where absent, create automated office management system	%
2	Ensures provision of effective communications and administrative support to the office focusing on achievement of the following results: ☐ Following up on commitments to be undertaken by the DRR; ☐ Supporting the DRR in meeting his/her corporate obligation; ☐ Facilitation of information sharing with internal and external partners; ☐ Follow up on deadlines, commitments made, actions taken and coordination of collection and submission of the reports to the DRR; ☐ Administration of meetings, appointments and briefings of DRR, including drafting of background notes. ☐ Support to organization of advocacy events if required	%
3	Ensures facilitation of knowledge building and management focusing on achievement of the following results: ☐ Client satisfaction with the pace and quality of engagements with the DRR's Office ☐ Information dissemination ☐ Priority setting within the Office of the DRR ☐ Support other/ad hoc activities as seen relevant and needed.	%

IV. REQUIREMENTS AND QUALIFICATIONS

Education:

Candidates must meet one of the following educational requirements:

- currently in the final year of a Bachelor's degree; or
- currently enrolled in a Master's degree; or
- have graduated no longer than 1 year ago from a master's degree or equivalent studies.

Field of study: **Public Administration, Management** or equivalent.

IT skills:

- Knowledge and a proficient user of Microsoft Office productivity tools;

[Click or tap here to enter text.](#)

Language skills:

- **Sound Written and Spoken English** required;
- Knowledge of other UN languages is an advantage.

Other competencies and attitude:

- Interest and motivation in working in an international organization;
- Good analytical skills in gathering and consolidating data and research for practical implementation;
- Outgoing and initiative-taking person with a goal oriented mind-set;
- Communicates effectively when working in teams and independently;
- Good in organizing and structuring various tasks and responsibilities;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Responds positively to feedback and differing points of view;
- Consistently approaches work with energy and a positive, constructive attitude.

V. INTERNSHIP CONDITIONS

- UNDP internships are not remunerated. All expenses connected with the internship will be borne by the intern or her/his sponsoring entity;
- UNDP accepts no responsibility for costs arising from accidents and/or illness or death incurred during the internship;
- Interns are responsible for obtaining necessary visas and arranging travel to and from the duty station where the internship will be performed;
- Interns are not eligible to apply for, or be appointed to, any post in UNDP during the period of the internship;
- Interns must provide proof of enrolment in health insurance plan;
- Interns are not staff members and may not represent UNDP in any official capacity;
- Interns are expected to work full time but flexibility is allowed for education programmes;
- Interns need to obtain financing for subsistence and make own arrangements for internship, travel, VISA, accommodation, etc.

- **Living Conditions at the Duty Station:**

Suriname is a Middle Income Country with good, secure and safe housing options. Access to all of the basic amenities, good health services and low crime rate characterises the capital, Paramaribo. The Banking Sector is robust and modern and credit cards are used across the city. Public transportation (buses and taxi) is safe and there is a small expatriate community, which facilitates the establishment social networks and intercultural engagements.

-