



**United Nations Population Fund (UNFPA) is pleased to announce the following vacancy:**

**VACANCY NO:** VA-CO-Internship-2019-02-02

**OPENING DATE:** 27 February 2019

**CLOSING DATE:** 07 March 2019

**POST TITLE** Youth - Intern

**NUMBER OF POSITION** 1 (ONE)

**CATEGORY** Intern (Non-Paid Post)

**DUTY STATION** UNFPA, Kabul

**DURATION** Six months

### **Purpose of internship**

UNFPA Afghanistan country office is working in Afghanistan to end unmet need for family planning, end maternal deaths and end violence and harmful practices against women and girls.

This is done under the UNFPA strategic goal that is universal access to sexual and reproductive health and reproductive rights, focusing on women, adolescents and youth. In accordance with the strategic direction of UNFPA and in line with General Assembly resolution 70/1 on the 2030 Agenda for Sustainable Development, the strategic plan seeks to ensure that no one is left behind and that the furthest behind will be reached first.

As a member of the Youth team, the intern will provide support to the Youth unit, maintaining full confidentiality in all aspects of assignment, maintenance of protocol procedures, information flow and follows up on deadlines and commitments made.

Under the overall guidance of UNFPA Representative and under the direct supervision of the YOUTH Programme Specialist, the YOUTH Intern supports the YOUTH team as below:

The intern will also support the YOUTH department in day to day activities as shall be assigned by the Adolescent and Youth Specialist. Such duties will include but will not be limited to the duties and responsibilities as outlined below.

## **Duties and Responsibilities**

- Arranges appointments and maintain YOUTH unit calendar of meetings.
- Bridges the work load of the unit with programme assistant under different sectors such as, DMOYA, MoE, MoPH, CEO, Parliament, and MoLSA/MD.
- Prepares informal translations and acting as interpreter.
- Coordinates the secretarial services of the office and reviews/clear correspondence for the supervisor signature.
- Provides assistance in ensuring logistics for UNFPA organized office activities such as, Workshops, Trainings and conferences
- Makes travel arrangements for the supervisor and performs liaison duties with other unites.
- Provides assistance to and programme Assistant on daily program activities and administrative tasks related to the YOUTH component
- Undertakes other tasks as may be assigned by his/her supervisor

## **Functional Competencies**

- Logistical Support
- Managing data, documents, correspondence and reports
- Managing information and workflow
- Planning, Organizing and multi-tasking
- Job knowledge/technical expertise

## **Corporate Competencies**

- Values/Guiding principles;
- Performance management;
- Developing people/Fostering innovation and empowerment;
- Working in teams;
- Communicating information and ideas/Knowledge sharing;
- Self-management/Emotional intelligence and conflict management/Negotiating and resolving disagreements;
- Appropriate and transparent decision making;
- Analytical and strategic thinking/Results orientation/Commitment to excellence.

## **Job Requirements**

Education: Bachelor's degree;

Language: Fluency in written and spoken English, Dari and Pashto.

Other Skills: High level of proficiency in Microsoft Office

Knowledge of protocol, good judgment and initiative.

Good typing speed

## **Submission Guidelines**

Interested Afghan Nationals may send the completed United Nations Personal History form (P-11) by email along with cover letter to the e-mail address: [recruitment.afg@unfpa.org](mailto:recruitment.afg@unfpa.org)

**Qualified women are particularly encouraged to apply.**