



## Terms of Reference

### Gender-Based Violence Area of Responsibility (GBV AoR) Intern

<b>Job title:</b>	<b>Intern, Humanitarian Office</b>
<b>Location:</b>	<b>GBV AoR, Inter-Agency and External Coordination Unit, UNFPA, Humanitarian Office in Geneva and may work remotely upon agreement with supervisor</b>
<b>Full/Part time:</b>	<b>Full time</b>
<b>Duration:</b>	<b>6 months</b>

#### **About GBV AoR:**

The GBV AoR Coordination Team sits in Geneva and provides global level coordination on Gender-Based Violence in emergency contexts. The aim of the GBV AoR is to provide support to the GBV Coordinators in activated cluster and cluster like structures in field offices. Currently there are 29 of activated clustered in emergency contexts. The GBV AoR works with its core-members, which include UN and international humanitarian agencies, to improve the effectiveness and accountability of humanitarian response for the prevention, risk mitigation and response to all forms of gender-based violence, to ensure that the agency and capacity of survivors is recognised and reinforced and that primary prevention efforts are effectively employed to address underlying gender inequality. An increasing effort, particularly in protracted crises, is being made to work with development actors (Nexus) especially in the area of preparedness in regions that are affected by natural disasters.

The GBV AoR is led by the United Nations Population Fund (UNFPA), sits within the Protection Cluster and is an inter-agency body under the IASC cluster approach. It's main functions are: Global leadership and coordination; Support to field coordination mechanisms; Advocacy, communications and partner engagement; Learning, development and capacity building;

Policy and standard setting.

**The position:**

The intern will be part of the GBV AoR Coordination Team and liaise with colleagues through regular meetings, email and daily communications thereby creating a beneficial work environment.

**Job purpose:**

Under the general guidance and supervision of the GBV AoR Global Coordinator and liaising with Communication and Programme colleagues, the candidate will support all aspects of GBV AoR's activities which include field support, communication with partners and members, information management, and managing a capacity building portfolio.

You will be responsible for :

- Assisting in content management and keeping the GBV AoR website up to date, with the latest resources, upcoming events, and latest information on field operations.
- Assisting in populating GBV AoR communication channels, including Youtube, Twitter, Facebook etc.
- Supporting to develop Monthly Updates on GBV AoR activities across different regions and contexts on a regular basis.
- Organizing, scheduling and attending GBV AoR Monthly Calls, meetings with core members, regional teams and other partners upon need/plan.
- Documenting the discussions and decisions made in the meetings and calls, and sharing the associated reports with relevant actors.
- Assisting with gathering data, monitoring results and disseminating information on emerging issues related to field operations.
- Assist with mapping and updating members' representation, contact details, and new membership commitments.
- Collecting information for country crisis updates from colleagues across the GBV AoR.
- Support in updating GBV AoR's guidelines and tools.
- Undertaking any other duties as requested by the supervisor.

The intern will receive a monthly per diem during the course of this internship.

**You have:**

**Your education**

Recent graduate or currently enrolled in an advanced university degree in social sciences, international development, or related field, or active enrollment in a Master's programme.

### **Your experience**

1. A mix of qualitative and quantitative skills, including proficiency with Microsoft Word Microsoft Excel and Google Sheets.
2. Field experience in humanitarian settings (preferred).
3. Fluency in English, knowledge of another UN language is an asset.

### **Your competencies:**

- High competency in research skills, including Statistics, with the ability to process data and present the findings and conclusions clearly
- Preferable but not required familiarity with database software
- Competency in managing website creation apps, specifically Google Sites
- Ability to use PowerPoint and Google Slides; preferably but not required to have graphics editing skills.
- Good communication skills, including basic social-media skills in order to enhance interactions among members of the GBV AoR community
- Ability to live by the core values of the UN - integrity, professionalism and respect for diversity.

### **Learning Elements**

Upon completion of the assignment, and depending on its duration, the intern should:

1. Have an increased understanding of the UN system and more specifically the UNFPA's mandate.
2. Understand the humanitarian structure and cluster system.
3. Understand and apply GBV core principles in humanitarian settings.
4. Be able to identify appropriate communication channels to share important messages to different target groups in humanitarian settings.
5. Be able to work as a team member in a multicultural setting.

### **Financial Aspects:**

Interns receive a stipend in line with UNFPA policy. Other costs associated with an intern's participation in the programme must be assumed either by the nominating institution, which may provide the required financial assistance to its students, or by the students themselves, who will have to meet living expenses as well as make their own arrangements for accommodation, travel and other requirements. In addition, applicants must have medical

insurance for the duration of the internship. Proof of insurance will need to be submitted before the internship begins. This is a remote/ home-based internship due to the COVID-19 pandemic.

### **How to Apply:**

Interested candidates please send your resume and cover letter **before the 14th June 2021** to [ho-recruitment@unfpa.org](mailto:ho-recruitment@unfpa.org) with a copy to [sharifzad@unfpa.org](mailto:sharifzad@unfpa.org), the subject line, “Gender-Based Violence Area of Responsibility Intern.” Only shortlisted candidates will be invited to an interview.

### **Disclaimer:**

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

UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Should you have received a solicitation for the payment of a fee, please disregard it. You are advised to apply particular care when submitting personal information on the web. Should you feel that you have received a fraudulent notice, letter or offer, you may submit a report through the UNFPA fraud hotline <http://www.unfpa.org/help/hotline.cfm>