



Terms of Reference

Intern, [Suva, Fiji]

Job title:	Intern- Admin/Travel
Location:	UNFPA Pacific, Suva, FIJI
Full/Part-time:	Full-time
Duration:	3 months

The Position:

Under the direct supervision of the Admin/Travel Assistant, PSRO Office the intern will support the operations team in the areas of administration/ travel and front desk coverage.

A work-plan with achievements for the duration of the Internship and learning opportunities will be agreed upon. Periodic progress meetings will lead to a beneficial environment for the Intern enhancing her/his skills and capacity in areas related to UNFPA's mandate.

About UNFPA and How You Can Make a Difference:

UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA's strategic plan (2022-2025), reaffirms the relevance of the current strategic direction of UNFPA and focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices. These results capture our strategic commitments on accelerating progress towards realizing the ICPD and SDGs in the Decade of Action leading up to 2030. Our strategic plan calls upon UN Member States, organizations, and individuals to "build forward better", while addressing the negative impacts of the COVID-19 pandemic on women's' and girls' access to sexual and reproductive health and reproductive rights, recover lost gains and realize our goals.

The UNFPA Internship Programme offers outstanding students the opportunity to acquire direct exposure to UNFPA operations. It is designed to complement development-oriented studies with practical experience in various aspects of UNFPA work.

Applicants should have expressed interest in the field of development; ability to adapt to new environments and work with individuals from different cultural backgrounds. Interns work as part of agile teams that support and hold each other accountable. In addition, they will have supervisory support from an assigned UNFPA staff member.

You would be responsible for:

KEY RESPONSIBILITIES

- Support the Admin/Travel Officer to ensure that all travel arrangements, documents and document processes are compliant for the travelers.
- Responsible for maintaining physical and virtual document filing systems.
- Managing the front desk coverage.
- Assist in general clerical and any other tasks as needed.

ESSENTIAL FUNCTIONS

- Preparing the Daily Substance Allowance [DSA] calculation sheet for all travelers.
- Preparing Travel Authorization [TA] forms for travelers.

- Liaising with Travel Agents for itinerary and e-tickets.
- Compiling Travel Claim Form [F10].
- Liaising with travelers regarding their travel details and documents.
- Compiling all the necessary travel documents for approval.
- Welcoming and answering inquiries from visitors, and providing directions and accurate information.
- Assisting with the arrangements for hospitality services during meetings and workshops.
- Making photocopies, as required.

Your Education:

- A. Post-Secondary Education OR enrolled in Higher-Educational Institution.

Your Experiences:

- Some experience in working with development agencies, including in volunteer capacity.
- Fluency in English. Knowledge of other languages is an asset.
- Strong analytical and writing skills.
- Initiative, sound judgment and demonstrated ability to work harmoniously with staff members from different national and cultural backgrounds.

Financial Aspects:

Interns do not receive a salary or any other form of remuneration from UNFPA. The 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. However, they receive a stipend to help cover basic daily expenses related to the internship, if not financially supported by any institution or programme, such as a university, government, foundation, or scholarship programme. The amount of the stipend varies according to the duty station. 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. UNFPA does not provide medical insurance for interns.

How to Apply

Please email your applications to vacanciespsro@unfpa.org

Due to the volume of applications received, only shortlisted candidates will be contacted for an interview.