Coordination Intern - UN Resident Coordinator’s Office

Location: Kampala, UGANDA

Application Deadline: 21-Apr-17 (Midnight New York, USA)

Time left: 11d 20h 36m

Additional Category: Management

Type of Contract: Internship

Post Level: Intern

Languages Required: English

Starting Date: 01-Jun-2017

(date when the selected candidate is expected to start)

Duration of Initial Contract: 3 Months

Background

The United Nations is an impartial and trusted partner in Uganda, supporting the Government to achieve its development goals. The United Nations Country Team (UNCT), is comprised of 22 resident and non-resident UN agencies. The UN Resident Coordinator/UNDP Resident Representative (RC/RR) leads the UNCT and is the highest representative of UNDP in Uganda. The RC/RR is also the Designated Official for security for UN Uganda.

Duties and Responsibilities

Under the guidance of the Resident Coordinator and the direct supervision of the Coordination Specialist, the intern will support the Resident Coordinator’s Office in a wide range of UN coordination-related tasks, including:

Supporting the collection of information & data from UN agencies in preparation of internal and external reports

Provide relevant support to UN coordination mechanisms, inter-agency meetings and joint working groups, including by taking minutes and supporting follow-up

Support the compilation and preparation of briefing and presentation materials, background information and documentation for meetings, events and missions;

Support the organization and follow-up of high-level meetings or events attended by the RC and RCO staff members;

Support the maintenance of a UN agency contact list;

Engagement with a diverse group of partners and close collaboration with all UN entities in the country;
Training components and learning elements;

The intern is expected to develop excellent secretariat skills including meeting planning and preparation, organization, minute taking and follow up.

The intern is expected to learn the structures of the UN coordination mechanisms at country level;

The intern will have the opportunity to participate in various high-level meetings coordinated or organized by the RCO.

To apply: https://jobs.undp.org/cj_view_job.cfm?cur_job_id=71639