

INTERNSHIP TERMS OF REFERENCE

I. IDENTIFICATION OF THE POST

Title:	South-South Cooperation Programme Officer
Sector of assignment:	South-South and Triangular Cooperation
Organizational unit:	Africa Finance Sector Hub (South-South Cooperation & Finance for Development Team)
Country and Duty Station:	Addis Ababa, Ethiopia
Internship duration:	9 months
Supervisor's name:	Orria Goni
Supervisor's title:	Policy Advisor

II. CORPORATE BACKGROUND:

UNDP is the knowledge frontier organization for sustainable development in the UN Development System and serves as the integrator for collective action to realize the Sustainable Development Goals (SDGs). UNDP's policy work carried out at HQ, Regional and Country Office levels, forms a contiguous spectrum of deep local knowledge to cutting-edge global perspectives and advocacy. In this context, UNDP invests in the Global Policy Network (GPN), a network of field-based and global technical expertise across a wide range of knowledge domains and in support of the signature solutions and organizational capabilities envisioned in the Strategic Plan.

III. INTERNSHIP OFFICE BACKGROUND:

UNDP envisions to contribute to Africa's efforts to eradicate poverty and reduce inequalities and exclusion through the implementation of UNDP's Strategic Plan.

In view of the transforming development cooperation landscape and the ambitious goals set out by the 2030 Agenda for sustainable development, it is more than ever crucial to mobilize a variety of sources for development finance and implementation of national development priorities. As already expressed in the BAPA+40 outcome document, South-South Cooperation has become an opportunity on the rise for technical and financial cooperation for partners from the South, whereas the respect of financing for Development can ensure that the available resources are used effectively but also investigate new funding sources.

The Africa Finance Sector Hub covers activities related to regional and country level support in the financing the implementation of the African development priorities for achieving the Sustainable Development Goals by 2030. The team collaborates closely with the other units to establish linkages between these cross-cutting principles and programme achievements, with a particular focus to promote internally south-south exchanges, which are at the spirit of the modus operandi of the Global Policy Network of UNDP.

The Africa Finance Sector Hub, based in Pretoria and hosted in UNDP South Africa Country Office, is looking for a competent intern who will support the South-South Cooperation and Financing for Development team leader.

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	Research, Policy Analysis and Knowledge Management: <ul style="list-style-type: none">Assist in the promotion of the BAPA+40 recommendations with a focus on establishing the Institutional and Policy framework for South South/Triangular Cooperation at national and regional level, including through the support for development of country based South-South Cooperation Projects;Support Africa FSH team in the research and policy analysis of African trends and challenges on emerging South South/Triangular Cooperation partnerships, with a particular focus on the FOCAC relations and principles and the opportunities of the CIDCA in Africa;Provide support to countries in the codification of good practices and in their dissemination through SSMART and South-South exchanges to other countries;Draft, review and edit concepts notes, knowledge products and presentations for regional and global events on BAPA+40 and South South/Triangular Cooperation for internal and external purposes.	50 %
2	Support to workshops and events: <ul style="list-style-type: none">Support the team in organizing webinars and online Communities of Practice;Provide substantive, administrative and logistic support to regional and global events related to South-South Cooperation.	30 %
3	Other: <ul style="list-style-type: none">Support other/ad hoc activities as seen relevant and needed, with a particular focus on other areas of work of the team, including financing for development and the implementation of the Addis Ababa Action Agenda.	20 %

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: an area related to international development, social sciences, economics, law or equivalent.

IT skills:

- Knowledge and a proficient user of Microsoft Office productivity tools;
- Computer literate in standard software applications;

Language skills:

- English and French are 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.