### Programme Assistant Intern – Governance Unit

<table>
<thead>
<tr>
<th><strong>Location:</strong></th>
<th>Dili, Timor-Leste</th>
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<tbody>
<tr>
<td><strong>Application Deadline:</strong></td>
<td>Before 2 months of expected starting day</td>
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<td><strong>Time left:</strong></td>
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<tr>
<td><strong>Type of Contract:</strong></td>
<td>Internship</td>
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<tr>
<td><strong>Post Level:</strong></td>
<td>Intern</td>
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<tr>
<td><strong>Language Required:</strong></td>
<td>English</td>
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<tr>
<td><strong>Duration of Initial Contract:</strong></td>
<td>Three months</td>
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<tr>
<td><strong>Expected Duration of Assignment:</strong></td>
<td>Six months</td>
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#### Background

Since the restoration of independence in 2002, Timor-Leste has made significant progress in the establishment, strengthening and consolidation of governance institutions. National institutions, practically non-existent in 2002, are now safeguarding stability and democracy. The judiciary has made important gains in upholding the rule of law; the national parliament in enacting the legal framework and providing the required oversight and electoral management bodies in ensuring smooth political transition through free and fair elections.

The governance unit of UNDP Timor-Leste supports the development of Timorese government and public administration system mainly in the following fields:

- Local government system;
- Human rights
- Justice;
- Election;
- Police administration;
- Journalism;
- Youth empowerment.

They are all related to strengthening the governance and improve conditions for democratic accountability.

#### Duties and Responsibilities

The intern will assist the governance unit staffs in the following fields:

- Draft, edit and format reports news, press release, blogs;
- Create communication materials;
- Assist in planning, implementing, monitoring and evaluating projects;
- Conduct background research on relevant issues on demand;
- Support in conducting field survey and capacity assessment;
- Assist in organizing workshops, trainings and events through logistical support;
- Other tasks as required by the unit staffs.

**Competencies**

**Core competencies:**
- Demonstrate commitment to UNDP mission, vision and values;
- Display cultural, gender, religion, race, nationality and age sensitivity and adaptability.

**Functional Competencies:**
- Ability to think and work logically and work precisely with attention to detail;
- Ability to write clearly and concisely;
- Initiative, sound judgement and demonstrated ability to work harmoniously with staff members of different national and cultural backgrounds;
- Ability to work independently and meet tight deadlines.

**Required Skills and Experience**

**Education:**
- Degree programme in Communication, Journalism, Public Relations or development-related field such as public administration, public policy, public relations, international relations, international law and sociology.

Applicants to the UNDP internship programme must at the time of application meet one of the following requirements:
- Be enrolled in a graduate school programme (second university degree or equivalent, or higher);
- Be enrolled in the final academic year of a first university degree programme (minimum Bachelor’s level or equivalent);
- Have graduated with a university degree (as defined in (a) and (b) above) and, if selected, must start the internship within one-year of graduation.

**Experience:**
- An interest in the work of the UN, and of UNDP in particular, and to the ideals of the
UN Charter;

- Demonstrated interest in the field of development;
- Excellent computer knowledge (Microsoft Office; Design software (Adobe Photoshop, InDesign, Illustrator, Lightroom etc));
- Excellent interactive and interpersonal skills and the ability to work in a multicultural environment.

Language:

- Excellent written and spoken English;
- Knowledge of Timor-Leste is an asset. Local interns (citizens of Timor) should have a sound command of written and spoken proficiency in English and Tetun.
- Knowledge, understanding and usage of design skills is an advantage.
- Strong drafting and writing skills is an asset.

Conditions:

- UNDP internship programme does not provide a salary or remuneration for the internship;
- All the expenses connected with the internship will be borne by the intern, sponsoring Government or institution;
- UNDP accepts no responsibility for costs arising from accidents and/or illness or death incurred during the internship;
- The intern is 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 are not staff members and may not represent UNDP in any official capacity;
- The purpose of the Internship Programme is not to lead to further employment with UNDP but to complement an intern’s studies. Therefore, there should be no expectation of employment at the end of an internship;
- The intern will be evaluated at the end of the contract and due recognition of work will be issued in writing.

In case an applicant is successfully selected, s/he will be requested to provide electronic versions of the following documents:

- Copy of the applicant’s most recent resume or curriculum vitae;
- Letter from his/her university confirming current enrollment and graduation date;
• Letter of recommendation from a professor/senior faculty member;
• Copy of his/her school transcript;
• Copy of passport;
• Completed UNDP internship application form (to be provided upon selection);
• Signed UNDP Internship Agreement (to be provided upon selection);
• Medical Certificate of Good Health (to be provided upon selection);
• Proof of medical insurance (to be provided upon selection).
• Proof of life/accidental death insurance (for international intern (to be provided upon selection))