

## Internship with CODAS, Country Relations, PFP

### **About UNICEF**

UNICEF works in some of the world's toughest places, to reach the world's most disadvantaged children. To save their lives. To defend their rights. To help them fulfill their potential.

Across 190 countries and territories, we work for every child, everywhere, every day, to build a better world for everyone.

And we never give up.

### **How can you make a difference?**

#### **Private Fundraising and Partnerships**

The Private Fundraising and Partnerships (PFP) Division works with National Committees and UNICEF Country Offices, as well as other HQ divisions and regional offices, to maximize results for children from UNICEF's private sector fundraising and partnerships. Whilst UNICEF's main headquarters is in New York, this Division is based in Geneva.

#### **Country Office Development and Support**

The Country Office Development and Support (CODAS) team in PFP is responsible specifically for the Division's work with over 140 UNICEF country offices worldwide.

The vision of our team is that these offices are fully equipped and empowered to mobilize individuals, key influencers and businesses to support and respect the rights of every child around the world.

We are working to create an enabling organizational environment in these offices for their work with the private sector (business, foundations, philanthropists, individual supporters), both fundraising as well as non-financial engagement (private sector contributing to UNICEF programme results). For example, assuring those offices have equipped leadership, supportive HQ policy and guidance, simplification of UNICEF rules, capacity-building of staff, and strong and timely technical support

We are seeking a motivated individual who would like to join us and help us turn current challenges and brilliant ideas into actual change. We value young talent and are looking for a dynamic professional who is proactive, a fast-learner, resourceful, a team player, keen to learn, and with strong passion for making an impact for children. We are a small multi-cultural team and are looking forward to getting to know you!

### **Responsibilities**

Core functions of the team:

1. Create an enabling organizational environment for country offices to optimize their private sector work, including assuring the right leadership, policy, procedures, guidance, business simplification, capacity-building and technical support.
2. Optimize the virtual global working network between PFP HQ in Geneva, Regional Support Centers and country offices. To be the eyes and ears for our colleagues around the world (provide guidelines and cascade information), and to be their voice (advocate for divisional support and influence organizational policy change).

3. Be a change agent to seize areas of opportunity to achieve divisional goals, focusing on areas which are not well covered by existing plans, e.g. advocate for new and cost-effective ways of private sector fundraising in country offices.

**Main responsibilities include but are not limited to:**

- Support the roll-out of the revolving investment fund, comprising but not limited to:
- Collect and summarize the Country Office needs and questions for designing investment strategies. Review the process for country investment strategies. How they aggregate to regional, global strategies.
- Define the split between the conservative commitment going into PSP and thereby CPD and the aggressive investment plans that become the stretch goal.
- Define the linkage between commitment, stretch goal and allocations.
- Define the parameters of country, regional and PFP alignment.
- Connect the annual allocations and updating of investment plans. Mark the milestones, results and events that inform the five-year rolling investment plan.
- Define the modality for regional and global aggregation.
- ambition level going into PSP and thereby integrated into CPD.
- Create regional investment plans, aggregate up to global investment plans.
- Co-design dynamic ways of disseminating HQ information and materials to country offices
- Support the annual review and update processes of private sector fundraising activities in country offices, including preparing webinar trainings and providing everyday user support
- Facilitate in the preparation of main events (orientation, annual meetings, etc.) to ensure effective learning and amazing experiences for participants, and ensure continued engagement through virtual means (such as webinars)
- Implement the cascading of information (vertical) and increase knowledge sharing among offices (horizontal)
- Back-up support to our Regional Support Centers in working with country offices within their regions
- Help promote simplification in everyday work
- Provide other back-up support to CODAS and Regional Support Centers in working with Country Offices as needs arise

**Modality:** Full-time

**Tentative start date:** 12 April 2021 (flexible start date)

**Duration:** 26 weeks

**To qualify as a/an [champion or advocate] for every child you will...**

- Currently enrolled in a graduate or undergraduate degree in the area of public administration, business administration, social sciences, communications or related fields.
- Demonstrate excellent academic performance through recent university or institution records. Additional consideration will be given to any past professional experience.
- Fluency in English is required.
- Knowledge of MS Office is required.

Also:

- Have excellent verbal and written communication skills;
- Be proactive and resourceful;
- Be action-orientated, driven to achieve results;
- Be a great team player;
- Have a hands-on, innovative approach to problem solving and able to see new, creative ways around obstacles.

### **UNICEF Eligibility Requirements for internship**

To be considered for an internship, applicants must meet the following requirements:

- Be enrolled in an undergraduate, graduate or Ph.D. degree programme or have graduated within the past two years.
- Applicants must be at least 18 years old.
- Be proficient in at least one of UNICEF's working languages: English, French or Spanish. Fluency in the working language of the office you are applying to is required.
- Have excellent academic performance as demonstrated by recent university or institution records.
- Have no immediate relatives (e.g. father, mother, brother, sister) working in any UNICEF office; and
- Have no other relatives in the line of authority which the intern will report to.

Individuals must demonstrate excellent academic performance through recent university or institution records.

Additional consideration will be given for any past experience.

### **For every child, you demonstrate...**

UNICEF's values of Care, Respect, Integrity, Trust, and Accountability (CRITA) and core competencies in Communication, Working with People and Drive for Results.

UNICEF is committed to diversity and inclusion within its workforce, and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of the organization.

UNICEF has a zero-tolerance policy on sexual exploitation and abuse, and on any kind of harassment, including sexual harassment, and discrimination. All selected candidates will, therefore, undergo rigorous reference and background checks.