

Terms of Reference
Intern-Programme Support, GLO.ACT-Bangladesh, UNODC Programme Office, Regional Office for South Asia

Organizational Setting and Reporting

The internship is located in the UNODC Programme Office in Dhaka, Bangladesh, under the Regional Office for South Asia. The Intern will directly work with the “Global Action against Trafficking in Persons and the Smuggling of Migrants - Bangladesh (GLO.ACT - Bangladesh)” Project Team.

The UNODC Programme Office in Bangladesh is seeking to engage an intern to work with the team of GLO.ACT - Bangladesh Project. The internship seeks an individual with an interest in criminal justice reform, including a specific focus on countering trafficking in persons and smuggling of migrants, who is committed to working at the forefront of administration of criminal justice, development, analysis of trends and communications. The intern will assist the UNODC GLO.ACT-Bangladesh team to implement relevant activities in the country through research, communication, and coordination.

This internship position is for a period of six months, commencing in April 2023. Candidate for this internship position shall be of the nationality of the country where this position is located. The intern will work under the direct supervision of the National Programme Coordinator, Human Trafficking and the Migrant Smuggling, UNODC Programme Office in Bangladesh.

The internship is UNPAID and full-time. Interns work five days per week (40 hours).

For more information on UNODC, please visit the following website: www.unodc.org

For more information on UNODC Regional Office for South Asia, please, visit the following website: <https://www.unodc.org/southasia/>

Duties and Responsibilities

Daily responsibilities will depend on the individual’s background and the internship period. Duties will focus on supporting the implementation of the Global Action against Trafficking in Persons and the Smuggling of Migrants - Bangladesh, and may include, but are not limited to:

- Contribute to technical assistance and capacity-building activities of the GLO.ACT-Bangladesh project;
- Provide assistance in organizing meetings and take meeting notes;
- Prepare documents relevant to the work of GLO.ACT-Bangladesh Project, such as discussion papers and briefing notes, background materials and speech-writing;
- Communicate with the relevant stakeholders for organizing meeting/workshops/training/consultations;
- Assist project team in maintaining contacts with the relevant local criminal justice and law enforcement counterparts;
- Assist in preparing presentations to be used for conducting training sessions or meeting;
- Assist in reviewing the structure and language of reports and written outputs in English and in Bangla, including proofreading and reformulating, if necessary for improvement;

- Support data collection and collate the data in the prescribed format for analysis;
- Assist on various ad-hoc issues as required.

Competencies

- Excellent report writing skills;
- Good command of the MS Office Package;
- Strong organizational skills and the ability to multitask;
- Responsible, responsive, and enthusiastic;
- Interest in global issues and the United Nations;
- Must be able to work in a multi-cultural environment and be aware of political sensitivities;
- Good understanding on the criminal justice system/human rights/social development.

Education:

- Recent graduate from any of the following departments: Law, Social Science, Development Studies, Public Administration, Political Science, Conflict Studies, or a similar field.

Language:

- Fluency in written and spoken English and Bangla.

General Conditions:

- Applicants must be enrolled in a graduate/postgraduate university programme or have recently finished the postgraduate;
- Applicants must be available for a minimum duration of three months (possibility of extension up to six months);
- United Nations interns are not paid. All costs related to insurance, accommodation and living expenses must be borne by either the interns or their sponsoring institutions;
- Interns are responsible for costs arising from accidents and/or illness incurred during the internship and must show proof of a valid major global medical insurance coverage; and
- Interns are not staff members and may not represent UNODC in any official capacity.

Application Instruction:

- Interested candidates are requested to send their CV along with a Cover Letter (not more than 400 words) to Mahdy Hassan, National Programme Coordinator (GLO.ACT-Bangladesh), UNODC Programme Office in Bangladesh; email: muhammad.hassan@un.org by **10 March 2023**. Incomplete applications will not be reviewed. In your CV, please include all past work experiences, IT skills, and three references.
- The Cover Letter must include:
 - List the IT skills and programmes that you are proficient in.
 - List your top three areas of interest.
 - Explain why you are the best candidate for this specific internship.
 - Explain your interest in the United Nations Internship Programme in general and this assignment in particular.
- Due to the high volume of applications received, ONLY successful candidates will be contacted.