



JOB DESCRIPTION

Official Job Title:	Research and Knowledge Management Associate (Intern) Duty Station: Johannesburg, ESARO*
Dates:	September-December 2021

1. Organizational Location

The Research and Knowledge Management Associate Intern will be located in East and Southern Africa Regional Office of UNFPA, based in Johannesburg, South Africa*, and reports directly to the Population Dynamics Policy Adviser based in the Evidence Knowledge and Innovation Unit, under the overall guidance of the Deputy Regional Director. S/He is part of an inter-disciplinary team with a focus on developing research products and managing knowledge and evidence from the East and Southern Africa Regional Programme and in support of the respective 23 countries that fall under the East and Southern Africa region.

2. Job Purpose

The Research and Knowledge Management Associate Intern will provide support in the development of research outputs and knowledge management activities of the regional office. The post holder will conduct evidence generation products related to population dynamics and other emerging issues such as climate change, migration and urbanization. The post holder will provide support to the Research Committee of the Regional Office, collecting, generating and reviewing evidence products.

3. Major Activities/Expected Results

Main Tasks & Responsibilities

Evidence and knowledge dissemination

- Work with the Evidence Knowledge and Innovation unit to generate sound knowledge and evidence-based briefings and presentations for the ESARO team and provide updates on strategic regional level and country specific issues;
- Review of studies, research and knowledge generation initiatives to ensure relevance to UNFPA mandate.
- Facilitate and help maintain and make accessible databases on best/good practices, lessons learned, partnerships, research/studies and consultant rosters and help ensure their accessibility;

Knowledge Management:

- Organize and disseminate knowledge products in the internal knowledge management system and facilitate knowledge uptake in the regional office.

Carry out any other duties as may be required by the Evidence Knowledge and Innovation Unit.

4. Work Relations

Main internal partners are members of the Evidence Knowledge and Innovation Unit, other Regional Advisers, Specialists and Officers in RO, innovation focal points in COs and in the HQ Innovation Unit.

External partners include UN agencies; donor community; international organizations and counterparts on substantive issues including Centers of Excellence, NGOs and civil society organizations, community-based organizations, academia and research institutions, professional associations and international experts.

5. Job Requirements

Qualifications and Experience

Education:

Applicants to UNFPA's internship programme must at the time of application meet one of the following requirements:

- A. Be enrolled in a postgraduate degree programme (such as a master's programme, or higher) in a Nordic University;
- B. Be enrolled in the final academic year of a first university degree programme (such as bachelor's degree or equivalent) in a Nordic University;
- C. Have recently graduated with a university degree (as defined in (A) and (B) above) from a Nordic University and, if selected, must start the internship within one-year of graduation;
- D. Be enrolled in a postgraduate professional traineeship programme in a Nordic University and undertake the internship as part of this programme.

Studies related to the fields of public health, medicine, sociology, demography, gender, economics, international relations, international development, public administration, marketing, management or other related field is preferred.

Languages:

Fluency in English is required. Working knowledge of French and/or Portuguese is desirable.

Other aspects:

Interns do not receive a salary or any other form of remuneration from UNFPA. The costs associated with an intern's participation in the programme must be assumed either by the nominating institution, which may provide the required financial assistance to its students, or by the students themselves, who will have to meet living expenses as well as make their own arrangements for accommodation, travel and other requirements. However, they receive a stipend to help cover basic daily expenses related to the internship, if not financially supported by any institution or programme, such as a university, government, foundation, or scholarship programme. The amount of the stipend varies according to the duty station. In addition, applicants must have medical insurance for the duration of the internship. Proof of insurance will need to be submitted before the internship begins. UNFPA does not provide medical insurance for interns.

* While the internship is linked to the Johannesburg based East and Southern Africa Regional Office, whether the intern will be working from Johannesburg or remotely will be assessed closer to the internship period in line with UN and South African government coronavirus guidance. It is therefore assumed that the intern accepting the assignment agrees to field based or remote working modalities or a combination thereof.