

## UNIFEM INTERNSHIP CONDITIONS

1. Applicants for the Internship Programme must be enrolled in a graduate level degree programme. Only those students who will return to their studies upon completion of their internship assignments will be eligible. The students must be masters students not undergraduates. The only exception for undergraduates is if they are enrolled in a masters' programme. General information on the concept of this programme can be found on the website: <http://www.undp.org/ohr/Interns/intern.htm>
2. Intern applicants for internship in UNIFEM/New York must send their resume, along with the Application Form to the Chief, HR/Administration, Internship Programme, UNIFEM, 304 East 45th Street, Room FF-1535, New York, NY 10017, or send it by fax to (212) 906-6705. The cover letter should state exact dates of availability and the main focus/interests. Applicants for internships in our Regional Offices should be sent directly to those offices. Listing of UNIFEM's country offices can be located on the website: <http://www.unifem.org/about/contact.php>
3. The UNDP/UNIFEM Internship Programme operates on a non-remunerative basis. The costs connected with an intern's participation in the Programme must be borne by the nominating institution, which may provide the required financial assistance to its students; or by the student, who will have to obtain financing for subsistence and make his or her own arrangements for travel, accommodation, etc. Timing for internships is flexible and can be at any time in the year. The internship can be for a maximum of a year or a minimum of 6 weeks.
4. [Typically,] There is no vacancy listing for the internship programme. Applications are reviewed by UNIFEM as the need arises. The intern will be contacted directly by the office, if shortlisted. If an intern expresses interest in a country office, he/she must indicate that they are aware that UNDP/UNIFEM does not offer any form of remuneration and that they have or are in the process of identifying a source of funding.
5. There is no deadline for application submission [except in the case of a specific internship listing]; however, applications should be received at least three months prior to the anticipated internship.
6. Proof of medical coverage, passport/visa/work permits must be provided for the file before the internship commences.