

Assignment Title: Internship with UNICEF Cambodia	
Location:	Phnom Penh, CAMBODIA
Section:	Planning and Monitoring/Programme Coordination
Type of Contract:	International Internship
Post Level:	Intern (International)
Languages Required:	English
Starting Date: (date when the selected candidate is expected to start)	May - July 2022
Expected Duration of Assignment:	3 months – extendable up to six months

Background

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programmes, in advocacy and in operations. The vision guiding the UNICEF Cambodia Country Programme 2019-2023 is to contribute to national efforts so that all girls and boys, especially the most disadvantaged, progressively fulfil their basic rights to survival, care, protection and participation to reach their full potential. This will be achieved through five interdependent programme components: (a) health and nutrition; (b) WASH; (c) education; (d) child protection; and (e) policy and public financing for children.

The UNICEF's Planning and Monitoring unit provides cross-sectoral support and coordination and is placed under direct supervision of the UNICEF Deputy Representative Programme and work closely with other Sections and two Zone Offices.

Description of Duties

The intern will work under the direct supervision of Planning and Monitoring Specialist (currently placed under officer-in-charge (OIC) arrangement) and support to undertake the following tasks:

Results planning

- Facilitate review and quality assurance of results framework of funding proposals for submission and other Programme Documents
- Prepare for and support organisation of internal weekly What's Up meetings including taking notes and tracking action points

Results monitoring

- Facilitate review and quality assurance of mid-year assessment of results and upload in UNICEF online system (RAM)

Results reporting

- Facilitate review and quality assurance of donor reports submitted by Sections with a focus on the results framework

Evidence generation and knowledge management

- Provide secretariat support to Research and Evaluation Steering Committee (RESC)
- Support the development of the 2022 Integrated Monitoring and Evaluation Plan (IMEP), and track implementation progress
- Upload publications in UNICEF online system (EISI) and UNRCO Reporting Portal

Cross-sectoral programming

- Facilitate organising Task Force meetings, and tracking actions points and targets of Cross-Sectoral programming (Adolescent Development and Participation (ADAP), Integrated Early Childhood Development (IECD), Climate Change (CC) actions
- Monitor and report on progress of Cross-sectoral programming results

Perform other tasks as assigned by the supervisor

Experience and education requirements

- Fresh graduates from master's degree or at least currently enrolled in a master's programme on international studies, or similar.
- Proficiency in English language both spoken and written
- Excellent communication skills and strong analytical skills
- Well organized and structured approach with attention to details and deadlines
- Strong commitment and passion for UNICEF's mission.

The intern should be:

- Sensitive to child rights and child safeguarding principles
- Sensitive to a multi-culture environment

Availability:

- Desired period from 3 to 6 months, Mon - Fri (full time- 5 days per week)
- In-country presence required especially for the first three months

Conditions of the Internship:

Interns with UNICEF may be remunerated with a living allowance, depending on the specific conditions. Preferably the costs associated must be borne by the nominating institution, related institution or government, 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 to take on this assignment.

Other information

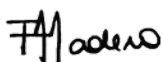
Cambodia remains one of the top countries with the highest fully vaccinated rates among targeted populations. As of December 31, 2021, 98.1% of the adult population 18 years old and above has been fully vaccinated, with vaccination rates of children at 75.7% for 5 years old, 100% for 6-11 years old, and 94.8% for 12-17 years old. Currently, the country is opening its socio and economic sectors and placing minimal restrictions.

Prepared by:



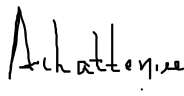
Saky Lim, Programme Officer
Date: 09 March 2022

Reviewed by:



Marcela Madero, Human Resources Manager
Date: 9-Mar-2022

Approved by:



Anirban Chatterjee, Deputy Representative
Date: