

Internship, Research Facilitation and Knowledge Management Team
UNICEF Office of Research - Innocenti, Italy

Contract Type: Internship (Paid)
Duty Station: Florence, Italy
Application Deadline: 28th February 2020
Phone Interviews: Week commencing 9 March 2020
Duration: 1st April 2020 – 30th September 2020

1. PURPOSE OF THE POSITION

UNICEF's Office of Research - Innocenti is looking for a full-time intern for a period of 26 weeks (approximately 6 months) in 2020. The position is in the Research Facilitation and Knowledge Management team of the UNICEF Office of Research – Innocenti (UNICEF-Innocenti) based in Florence, Italy.

The Office of Research-Innocenti is the dedicated research office of UNICEF. It undertakes and commissions research on emerging or current issues of relevance for children in order to inform the strategic directions, policies and programmes of UNICEF and its partners. The office explores emerging issues, identifies research gaps, and brings together existing researchers to support or undertake new research, data collection and analysis to address critical questions. The Research Facilitation & Knowledge Management unit within which this internship is located plays a leading role in building a knowledge culture across UNICEF and beyond by providing essential guidance and tools to strengthen generation, communication and use of evidence in decision-making.

The purpose of this position is for an intern to assist the *Best of UNICEF Research* project manager with the 2020 exercise.

'*Best of UNICEF Research*' is an annual competition undertaken by Innocenti since 2012 to collect, share and recognise the research that takes place within UNICEF. Research in UNICEF is carried out and commissioned by Country Offices, Regions, Headquarters and, increasingly, by National Committees and is often undertaken with external partners.

This annual exercise calls upon all relevant sections of UNICEF to submit their best examples of high-quality research carried out either directly by UNICEF or with partners and completed in the past two years. Specifically, as part of this exercise, Innocenti is interested in receiving research that is:

- Likely to have an impact on national, regional or global policies for children, including national strategies and legal frameworks;
- Innovative and explores how programmes on the ground can be enhanced towards improved results, with respect to equity, effectiveness and efficiency, and the participation of children;
- Contributes to national, regional or global advocacy efforts in a way that has shifted programme horizons or explores a neglected area of children's lives deserving of further inquiry; and
- Developing a robust or innovative methodology.

Innocenti screens all submissions for eligibility and assesses them according to standard criteria. A shortlist of the highest rated pieces (approx. 10-12) is shared with an external review panel, who identify the top pieces deserving of recognition. An annual publication is then produced, highlighting the research of all finalists.

2. OBJECTIVES

This internship is to support the 'Best of UNICEF Research 2020' exercise. The intern will assist the Best of UNICEF Research (BOUR) project manager, based in the Research Facilitation and Knowledge Management team and other UNICEF-Innocenti colleagues in the overall management of the exercise including keeping track of all entries, allocating reviewers to different research pieces, updating the project database, providing regular updates to entrants, supporting the screening and assessment of the submitted research, supporting co-ordination of a publication on the top submissions, identifying promotional opportunities for the publication, including on social media and writing a 'facts & figures' document based on information collected from the submissions at the end of the exercise.

The intern will be supported to strengthen and demonstrate good project management and organisational skills. They will develop UNICEF Core Competencies in Communication, Working with People and Driving for Results. They will also develop Functional Competencies in Deciding and Initiating Action (taking responsibility for actions and projects, taking the initiative and working under their own direction where appropriate); Relating and Networking (building wide and effective networks and relationships across UNICEF staff and with external partners) and Analysing (analysing numerical and other data to identify pattern, trends and relationships and to develop further understanding of the issues).

In addition to development of these competencies, the intern will also increase their understanding of the way that research is conducted in an international UN organisation and how both ethical evidence generation and quality assurance are attained. They will gain broad exposure to the science communication process from a high-profile publication conceptualisation, peer review, conflict resolution, editing and design through to promotion, social media engagement and impact. They will also get a chance to apply their own specialist technical expertise and/or to develop theoretical expertise in the child rights area. Significant on-the-job training will be provided, and the intern will also be able to participate in office seminars and events as a full member of the office. The internship would suit an individual considering a career in science communication, child rights or the UN system.

3. MAIN RESPONSIBILITIES AND TASKS

The intern will work under the supervision of Kerry Albright, Chief, Research Facilitation and Knowledge Management at the Office of Research - Innocenti in Florence, Italy. Day to day supervision will be provided by the *Best of UNICEF Research* project manager. The main responsibilities/tasks will include:

- Agree a workplan supporting management of the 'Best of UNICEF Research 2020' project phases in consultation with the project manager.
- Monitor and follow up each phase interacting with Country Offices/Regional Offices/National Committees/Headquarter divisions, the External Review Panel and Innocenti colleagues, under the guidance of the project manager.
- During the **internal assessment** phase: Distribute all submissions to review groups, monitor the review process and provide assistance as needed, participate in reviewing the submitted research, collate all results and communicate them to the submitting offices and divisions, produce a 'facts & figures' summary of the key features of the 2020 research submissions.
- During the **external assessment** phase: Support the project manager in coordination of the selection of the top (10-12) pieces including the review by the external panel; communicate regularly with the submitting offices and divisions.

- During the **publication and communication** phase: Work with the project manager and the Communications team to support and answer queries during the writing, copy-editing, design and publication process, prepare a story on the winning entries for the UNICEF intranet and support and identify external promotion channels; send results and feedback to submitting offices and divisions as requested.
- Support the Chief, Research Facilitation and Knowledge Management and the project manager in other tasks associated with implementation of strategic innovations and future direction of *Best of UNICEF Research*, drawing upon ideas identified in the [Best of UNICEF Research Retrospective](#) publication of 2019
- Support the Chief, Research Facilitation and Knowledge Management and the Director's Office in production of PowerPoint presentations and similar outputs summarising *Best of UNICEF Research* and other research-related data upon request.

4. MINIMUM REQUIREMENTS AND COMPETENCIES

The candidate should:

- Be enrolled in an undergraduate or graduate degree programme at an accredited institution, preferably in the Social Sciences, Public Administration, International Relations, Business Administration, Public Health, Education, Development Communication or other fields related to the work of UNICEF (or be a recent graduate within the past two years);
- Be Fluent in English. Knowledge of other UN working languages is considered an advantage (Arabic, Chinese, French, Russian, Spanish).
- Have strong academic performance as demonstrated by recent university or institution records or, if not available, a reference letter from an academic supervisor
- 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.
- Have a visa which allows the applicant to complete an internship in Italy (UNICEF does not arrange visas for interns).
- Have comprehensive health insurance coverage for the duration of the internship.

Required competencies:

- Technical – strong research and analytical skills, including a strong grounding in qualitative and quantitative research design and methods and an ability to synthesize concepts and material into clear and concise thoughts.
- Technical - Excellent understanding and knowledge of software such as, but not limited to, Microsoft Office applications, Excel, Word, PowerPoint, etc.; basic statistical analysis and reporting skills (percentages, means, and drawing of charts);
- Technical - Technical: Ability to assess research in at least one of the following thematic areas: health, HIV/AIDS, water and sanitation, nutrition, education, child protection, social inclusion, or research that cuts across a number of thematic areas/disciplines.
- Managing resources – Be self-sufficient, comfortable organizing and managing time and information to achieve defined goals and optimum results and able to work to strict deadlines.
- Communication – Able to effectively present thoughts and ideas including complex technical concepts, in a clear, concise and readily understood manner, both verbally and in writing. Able to listen to and acknowledges others' perspectives and views.
- Flexibility – Able to work effectively on multiple assignments simultaneously and to adapt to changing demands and circumstances.

- Ability to work both independently and as part of a team.

Desired:

- Knowledge of SharePoint software and experience with strategic use of social media including Twitter, Facebook, Instagram and other platforms
- Possess some research publication/s in a refereed journal.
- Have experience of communicating scientific concepts in a simple way to non-specialists
- Have knowledge of and experience with the academic peer review process.
- Possess some knowledge of Italian

5. TERMS AND CONDITIONS

Working hours: 9:00am-5:30pm (flexible based on agreement), Full-time: 5 days a week (part-time by arrangement).

Duration: 6 months, to start preferably on 1st April 2020 and conclude on 30th September 2020. A slight flexibility in dates and duration is acceptable, particularly if the internship is offered on a part-time basis

Funding: The internship will be paid at a rate of US\$1,000 per calendar month on a full-time basis. Whilst a full-time intern is preferred, a part-time position could be considered, in which case the monthly stipend will be paid on a pro-rata basis. In addition, the actual costs of return travel, up to a maximum of US\$1,000, may be reimbursed for interns selected from outside of the commuting distance of the duty station, as agreed in advance. All other accommodation and living expenses are to be covered by the intern or the sponsoring entity.

Eligibility: Interns are personally responsible for obtaining any required visa, covering the entire period of their internship. UNICEF can provide relevant documents such as proof of internship but is unable to support the visa application process any further.

Medical Insurance: Interns must demonstrate proof of medical insurance prior to the beginning of the internship. UNICEF accepts no responsibility for the medical insurance of the intern or costs arising from accidents and illness incurred during the internship.

Leave: Interns are allowed up to 2.5 days per month off work for any reason, including for medical reasons, based on a full-time internship. The paid stipend will be reduced for absence beyond this quota. This quota is cumulative over the duration of the internship, but there will be no compensation for unused leave days at the end of the internship

6. HOW TO APPLY

This internship opportunity is advertised on the [UNICEF employment page](#) with the title “UNICEF BOUR Internship Application 2020”. Please fill in your resume and attach a cover letter. The application deadline is **28 February 2020**. Applicants considered for the position will be asked to participate in a telephone interview.

7. DISCLAIMER

UNICEF is committed to diversity and inclusion within its workforce and encourages qualified female and male candidates from all national, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of our organization. Candidates who are nationals of low and middle-income countries are particularly encouraged to apply.