

**Assignment Title:** National Internship with UNICEF Cambodia

<b>Location:</b>	Phnom Penh, CAMBODIA
<b>Section:</b>	Planning, Monitoring and Reporting
<b>Type of Contract:</b>	National Internship
<b>Post Level:</b>	Intern (National)
<b>Languages Required:</b>	English
<b>Starting Date:</b> (date when the selected candidate is expected to start)	December 2023 - May 2024
<b>Expected Duration of Assignment:</b>	3-6 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, Monitoring and Reporting 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.

**Description of Duties**

The intern will work under the direct supervision of Planning and Monitoring Officer and support to undertake the following tasks:

**Results planning**

- Facilitate review and quality assurance of results framework of funding proposals and Programme Documents and Rolling Work Plans
- Support organisation of internal weekly What's Up meetings and Programme Management Group (PMG) meetings including taking notes and tracking action points
- Support the conduct of CSO capacity assessment of PSEA (prevention of sexual exploitation and abuse) and follow up actions
- Translate documents from English to Khmer and Vice Versa

**Results monitoring**

- Support review of key performance indicators and implement actions to address performance challenges
- Support implementation of HACT monitoring framework with a focus on programme monitoring

**Results reporting**

- Support review and quality assurance of donor reports submitted by Sections with a focus on the results framework
- Support annual reporting exercise to ensure quality and timeliness

*Perform other tasks as assigned by the supervisor*

**Experience and education requirements**

- Minimum Bachelor's degree in management, social science, or other similar subjects
- Proficiency in English language both spoken and written
- Good communication and 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)

**Conditions of the Internship:**

National interns who are not in receipt of financial support from any sources will be provided by UNICEF with a USD 300 stipend per month during the internship and one-time reimbursement of other costs (insurance) up to USD 100.

UNICEF will cover the cost for field trips if such are needed in the course of the assignment and provide a laptop and access to telephone, printer, and other necessary equipment required for the assignment.