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| **Assignment Title:** INTERN: Resource Management for C4D  |
| **Location :**  | Yangon, Myanmar |
| **Section:** | C4D  |
| **Type of Contract :** | National Internship |
| **Post Level :** | Intern |
| **Languages Required :** |  Myanmar & English  |
| **Starting Date :** (date when the selected candidate is expected to start) | 23 September 2019 (TBC) |
| **Expected Duration of Assignment :** | 2 months |
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| **BACKGROUND** |
| UNICEF is the United Nations Children’s Fund, which has more than 10,000 staff members working in 190 countries and territories around the world. UNICEF began providing assistance to Myanmar in 1950 and has been working since then to improve the wellbeing of Myanmar children. More information on what we do in Myanmar is available at [here](https://www.unicef.org/myanmar/).UNICEF Myanmar is looking to strengthen its resource management system of communication for development materials, by way of mapping and collating existing government-approved materials and resources for each sector supported by UNICEF (health, nutrition, WASH, child protection, education, and children’s rights). Through enhancing resource management, UNICEF hopes to develop a database of ready-to-use resources organized by sector that can be quickly accessed and utilized. Communication for Development (C4D) is seeking a graduate level Intern to support and develop resource tracking and management efforts in UNICEF Myanmar.  |
| **PURPOSE OF THE INTERNSHIP AND DETAIL JOB DESCRIPTIONS**  |
| Under the guidance and supervision of the UNICEF C4D Specialist, the intern will support resource management activities for C4D relating to all UNICEF sectors. The Intern will gather information and develop efficient systems for recording and shaping future C4D work in resource tracking and managing. The work of the Intern will involve two phases: (1) government-approved resource gathering and mapping, and (2) database development for strengthened resource management and utilization. 1. **Government-approved resource gathering and mapping**

The Intern will work closely with the C4D Specialist, the UNICEF sections, government, and outside organizations to gather and map government-approved content and resources relating to each UNICEF sector. In particular the Intern will:* Liaise with UNICEF sections and sections within relevant outside organizations and review existing databases such as the MIMU repository, to gather both national and sub-national digital copies or links to content and resources that have been approved for dissemination by the government, including resources in diverse Myanmar languages;
* With the support of an assigned national staff, liaise with government, to gather sector-specific national and sub-national digital copies or links to content and resources if available, in diverse Myanmar languages;
* Synthesize resources and develop a strategy for organizing the content, including sector designation, message content, dissemination method/channel, origin of content, geographic relevance etc.;
1. **Database for strengthened resource management and utilization**

The Intern will set up a database in which all collected content and resources can be stored and organized with the intent of efficient access and utilization by C4D and other sectors. It is expected that the Intern will conduct a review to identify different and innovative mechanisms to manage resources and content as well as liaise with IT to explore UNICEF database capabilities. In particular, the Intern will:* Review existing systems for data management, working closely with IT to explore UNICEF data capabilities;
* Set up a resource management database capable of organizing data in a way that enables quick and efficient resource identification. For example, potentially organized in a way that describes what the material covers (including sector designation), the format for the resource, dissemination method/channel, origin of content, geographical relevance, and how the resource can be obtained including links if available.
* Pilot the database with UNICEF sectors and intended users and iterate the method based on their feedback;
* Develop recommendations based on lessons learned from resource tracking, including best channels for identifying resources and how to update the database.

**Expected Deliverables**At the end of the Internship, the following two deliverables are expected:* A functional, well-organized database of all collected, government approved content and resources covering all UNICEF sectors that enables quick access to and utilization of government-approved resources.
* Written guidelines on how to maintain the database and recommendations on how to continue resource collection in the future
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| **COMPETENCIES** |
| The Intern must possess functional English and Myanmar language, ITC skills, leadership potential, strong interpersonal skills, and analytical skills and strong commitment and passion for UNICEF’s mission.  |
| **EDUCATION REQUIREMENTS, EXPERIENCES, QUALIFICATIONS AND OTHER DETAILS** |
| **Education:** A graduate-level individual currently studying in the area of research and evaluation, computer science, information management, development studies, public health or similar disciplines. Our ideal candidate will have some background in sciences and data management to understand and synthesize data and information, have good communication skills, an analytical mind, an understanding of evaluation, and a commitment to help UNICEF Myanmar and its partners to improve the lives of all children.**Qualifications:*** Ideally an undergraduate from a science or social science discipline and/or currently studying information sciences or a related field at graduate level.
* Demonstrable proof of good academic performance.
* Demonstrable functional English & Myanmar (including active listening and information synthesis and story writing abilities).
* Skills in using Microsoft package (Word, Excel, PowerPoint), digital databases and handling online applications.
* Experience with database development, organization, and management.
* Strong interpersonal skills and ability to work within a multi-cultural team.

**Availability:*** 2 months starting from 23 September, working Mondays to Fridays (full time- 5 days per week)

**Supervised by:*** C4D Specialist

**Conditions of the Internship:*** A monthly stipend of $423 will be paid
* No Housing, Insurance or Travel to/from duty station at the beginning and end of the Assignment.
* In-country duty travel will be provided by UNICEF under a pre-defined ceiling budget. *Some travel to Naypyitaw and field sites may be required.*
* There is no expectancy of employment within UNICEF at the end of the internship assignment. Interns are eligible to apply for regular posts within UNICEF and will be considered external candidates.
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