Internship Terms of Reference (ToR)

Internship Title: Information Management (IM) and Education Intern

Duration: 6 months

Stipend/ Duration: full-time (35 hours per week), 6 months

Section: Education

Supervisor: Information Management Officer NOA, Post Number #97533

The objectives of this internship are:

To support the development and enhancement of the intern's professional experience through practical work assignments, to expose the interns to UNICEF's mission, as well as to promote learning on child rights, in general.

More specifically, the "IM and Education" internship will have the following **specific objectives:**

1- To learn how to manage an ECM (Enterprise Content Management) system.
2- To develop their data management skills by being involved in developing digital data collection tools, collecting, cleaning, processing and analyzing data.
3- To learn by doing through developing dashboards, visualizations, mapping, and information management products for use by Education section.

4- To learn by practically performing data quality assurance and quality control on all data used in reports, and results frameworks.

5- To learn about digitalization development of curriculum by participating in evaluation of digital learning materials (e.g., e-courses, videos, exercises, etc).
6- To learn more about UNICEF programmes by participating in field monitoring visits and analyzing field visit reports to produce actionable insights for decision making.

The "IM and Education" intern will directly report to the Information Management Officer and will update the Chief of Education on progress of learning and development work assignments during regular meetings.

Supervision and guidance will be provided on a day-to-day basis, and regular meetings will be organized to discuss progress and challenges. The intern will be exposed to learning and personal development opportunities within UNICEF and with the partners, including humanitarian response, and will be exposed to learn new developments in the use of information and analytics to support informed decision that contribute to advance child rights and promote equity.

Together with the supervisor, a monthly work plan will be developed, which will indicate key activities, deliverables, and performance indicators, clearly specifying deadlines. The internship is expected to be on a full-time basis. The intern will be required to submit monthly reports to the supervisor. The monthly report will summarize the learning objectives achieved in conformity with the internship work assignments.

Specific tasks are highlighted below:

- Organizing and maintaining the department's knowledge repository.

- Curate and categorize relevant documents, reports, and research findings.

- Support the IM Education Officer in the development of knowledge-sharing platforms or intranet resources.

- Support the IM Education Officer to develop digital data collection tools, and conduct data collection, data cleaning, data processing and analysis as requested.

- Develop dashboards, factsheets, visualizations, mapping and information and knowledge management products for use by Education Section.

- Support conducting data quality assurance and quality control on all data used in reports and results frameworks.

- Assist the Education (Digital learning) Officer in Review existing digital learning materials (e.g., e-courses, videos, exercises,. etc).

- Assist the programme officer and participate in capacity building and training activities (online and offline).

- Ad-Hoc requests: The intern could be requested to perform other tasks as his/her line Manager may judge necessary within the scope of the internship objectives.

Minimum requirements

- Applicants must be at least 18 years old.

- Be enrolled in an undergraduate, graduate, or Ph.D. degree programme or have graduated within the past two years in the field of statistics, data management, computer science, engineering, graphics design, or any other related area is required.

- Proficiency in English and fluency in Arabic is required

- Good knowledge and proficiency of Microsoft tools (MS Word, Excel, PowerPoint) is required

- Knowledge of business intelligence applications (such as Power-BI, tableau,..etc) is an asset.

- Knowledge of Mapping software (QGIS, ArcMap) is an asset.

- Knowledge in Adobe suite (Illustrator, In-Design, … etc) is an asset.

- Ability to work collaboratively with diverse people.

- Culturally sensitive and a good understanding of the local context in rural areas.

- Ability to adapt and remain flexible.

- Developing country work experience and/or familiarity with emergency is considered an asset.

UNICEF Values

UNICEF's Core Values of Care, Respect, Integrity, Trust, Accountability and Sustainability (CRITAS) underpin everything we do and how we do it. Get acquainted with Our Values Charter: UNICEF Values

UNICEF competencies required for this post are…
(1) Builds and maintains partnerships (2) Demonstrates self-awareness and ethical awareness (3)Drive to achieve results for impact (4)Innovates and embraces change (5) Manages ambiguity and complexity (6)Thinks and acts strategically (7)Works collaboratively with others.

During the recruitment process, we test candidates following the competency framework. Familiarize yourself with our competency framework and its different levels: competency framework here.