Title: UNICEF Public Private Partnerships **Fellowships**

Level: Fellowship

Reports to: Team Leaders within the respective divisional teams

Duration: 1 year or 6 months

Division: Public Partnerships Division

Dates: From January 1, 2023

Location: New York ( and potentially other locations including Seoul,

Washington DC, and Brussels)

Number of open positions: Up to 5 interns

1. **Purpose and Objectives:**

The Division of Public Partnerships (PPD) works to strengthen UNICEF's position as a partner of choice for children's rights among governments and public actors around the world. Within the Division there are a number of distinct teams serving different geographic regions (e.g. Latin America and Asia) or focusing on specific partnership functions (e.g. Public Private Partnerships.) Additionally, there are a number of outposted teams located in locations including Washington DC, Seoul and Brussels. The offices and teams work collaboratively to promote and manage effective partnerships with public actors globally to support children’s rights, and achievement of the child-related SDGs.

The Public Partnerships Division is able to welcome a limited number of highly motivated and qualified candidates to join us for one year or six months assignments, starting in January 2023, or July 2023.

1. **Main responsibilities and tasks**

Under the guidance of the Senior Advisors in the relevant offices, the selected Fellows will work to maximize UNICEF partnerships with public partners. Specific tasks include:

* Develop and update guidance notes and knowledge management materials
* Financial analysis of income trends from public partners.
* Assist in the preparation of briefing notes, reports, and other documentation required by UNICEF leadership for meetings with partners.
* Support creating and execution of convening events with public partners.
* Perform ad hoc research on engagement strategies and assist in maintaining up-to-date donor profiles
* Compile data, information, and news on public income and partnership trends within UNCIEF and comparable agencies.
* Support other functions of the assigned Public Partnerships teams as needed.

1. **Recruitment Qualifications**

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| Education | Must be enrolled, within the past year, in an undergraduate ( two years course completed already) or graduate degree program with a preferred major in international relations, public policy, international development, law, or related field. |
| Competencies | * Strong analytical skills to synthesize and communicate concepts clearly. * Ability to conduct research and draft reports. * Capacity to work independently on multiple assignments simultaneously and adapt to changing demands and circumstances. * Strong oral and written communication skills. * Must uphold and demonstrate the UNICEF core values of Commitment, Diversity, and Integrity. |
| Language Requirements | Fluency in English is required. Knowledge of other UN working languages is desirable. |

1. **Remuneration**

The successful candidates may be eligible for a monthly stipend for the duration of these Fellowships under agreed arrangements with China Scholarship Council. There is no expectancy of employment at the end of the internship.

1. **Insurance**

UNICEF will not be responsible for costs arising from accidents and/or illness incurred during the volunteer’s service. Therefore, the selected candidate must provide proof of enrolment in a health/accident plan prior to starting the internship.

Initial applications to be submitted and reviewed by CSC, according to their deadlines and policies. Candidates will be further interviewed and approved by UNICEF in a selective process to identify motivation and aptitude. Successful candidates will be responsible to secure necessary visas, with supporting documentation provided by UNICEF.