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|  | **UNITED NATIONS CHILDREN’S FUND** **INTERNSHIP ToR** |

**Health and Nutrition**

**Location**: Ghana

**Duration**: 12 months

UNICEF works in some of the world’s toughest places, to reach the world’s most disadvantaged children. To save their lives. To defend their rights. To help them fulfill their potential. Across 190 countries and territories, we work for every child, everywhere, every day, to build a better world for everyone.  And we never give up.

**For every child, *health***

The Health and Nutrition section works in partnership with the Ministry of Health and the Ghana Health Service to ensure that every child survives and thrives. The program focuses on strengthening health and nutrition systems to deliver resilient, equitable, evidence-based, quality, inclusive and gender-responsive primary health care and nutrition services for women, children and adolescents. To this end, UNICEF is supporting several interventions being implemented across the continuum of care. The interventions are being implemented across four key output areas namely: 1) increasing access to dignified and quality health and nutrition services; 2) improving health and nutrition finance, governance, policies and strategies for effective service delivery; 3) strengthening emergency preparedness and resilience for vulnerable populations; and 4) increased data quality and evidence generation for advocacy, policy and decision making. The activities designed to achieve these outputs and the corresponding indicators to track progress have been outlined in Program Strategy Notes and Annual Workplans. The Country Office is currently in the process of finalizing its Program of Cooperation with the Government of Ghana over the next 5 years for 2023 to 2027.

Learning from successes and challenges from previous years and working in a rapidly changing global environment, this period is a key moment for interns to participate in and learn UNICEF programming and be involved in program implementation to deliver results for children.

**How can you make a difference?**

Under the supervision of the Chief Health and Nutrition this internship is to support Knowledge Management within the Health and Nutrition Program Section to:

* Support Program officers to identify, manage, package, disseminate key information to and effectively share program results and impact with key stakeholder audiences including development partners and academic/research partners.
* Support Health and Nutrition Implementing Partners to effectively document program and project implementation reports
* Actively provide support for project design, data capture and content development
* Assist program officers to track, synthesize and document program impact and findings from ongoing work in evidence generation
* Support implementing partners to improve on documentation of program implementation including human interest stories
* Support program officers to develop and test strategies aimed at improving visibility of implemented programs, including working with External Communications to manage and curate social media opportunities and blogs to communicate Health and Nutrition program results
* Support Health and Nutrition program officers to document and share case studies with UNICEF Regional and Global offices
* Other tasks that may arise related to the daily activities of the team

**Expected Results**

* Knowledge management strategy of Health and Nutrition Section reviewed and revised
* At least 10 human interest stories from partner program implementation documented and shared with Communications section
* A database of Health and Nutrition Section programs in Ghana including geolocation and implementation status created
* A database of program footprints of key development partners and other UN agencies in Ghana, highlighting potential areas for synergy in health and nutrition programs
* Support provided to improve existing knowledge management tools in the Health and Nutrition Section

**Student Profile:**

* Must be enrolled in an undergraduate or final academic year of a Master's or Ph.D. programme; or have graduated with a First Degree or Master's or Ph.D. degree (in the area of Social Science, data and knowledge management, project management or related field) and, if selected, commence the internship within two years of graduation
* Able to adapt to an international working environment and have good interpersonal and communication skills.
* Excellent verbal and written communication in English (including active listening and information synthesis, and strong writing and editing abilities). Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish)
* Have strong academic performance as demonstrated by recent university or institution records or, if not available, a reference letter from an academic supervisor.
* Computer literacy and knowledge of Excel, Word, PowerPoint is required
* 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.

**For every Child, you demonstrate...**

UNICEF's values of Care, Respect, Integrity, Trust, and Accountability (CRITA).

Core Competencies

Demonstrates Self Awareness and Ethical Awareness (1)

Works Collaboratively with others (1)

Builds and Maintains Partnerships (1)

Innovates and Embraces Change (1)

Thinks and Acts Strategically (1)

Drives to achieve impactful results (1)

Manages ambiguity and complexity (1)

To view our competency framework, please visit [here](https://www.unicef.org/careers/media/1041/file/UNICEF%27s_Competency_Framework.pdf).

UNICEF is committed to diversity and inclusion within its workforce, and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of the organization.

UNICEF offers [reasonable accommodation](https://www.unicef.org/careers/unicef-provides-reasonable-accommodation-job-candidates-and-personnel-disabilities) for personnel with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the recruitment process and afterwards in your assignment.

UNICEF has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UNICEF, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination. UNICEF also adheres to strict child safeguarding principles. All selected candidates will be expected to adhere to these standards and principles and will therefore undergo rigorous reference and background checks. Background checks will include the verification of academic credential(s) and employment history. Selected candidates may be required to provide additional information to conduct a background check.

**Supervision and Reporting Arrangement**

The intern will be supervised by the Chief of Health and Nutrition. S/he will also be coached and receive guidance from the Health and Nutrition Specialists. At the end of the internship, the intern and supervisor must complete the respective internship evaluation forms.

**Time Frame**

The intern is expected to start working from January 2023 to December 2023 (12 months).

**Official travels involved**

The assignment is based in the Ghana Country office in Accra. If required to travel out of Accra as part of official duty, the intern shall be reimbursed for travel expenses (upon submission of receipts), incurred during official travel authorized by UNICEF. Costs for accommodation, meals and incidentals shall not exceed the applicable daily subsistence allowance (DSA or a full board arrangement). The intern will not be assigned to nor will travel on missions to Emergency Countries.

**Status**

* Interns are not considered as staff members. Notwithstanding this status, they shall observe all applicable rules, regulations, instructions and procedures and directives of UNICEF.
* Interns shall not be sought or accepted as substitutes for staff to be recruited against posts.
* Interns shall respect the impartiality and independence required of UNICEF and shall not seek or accept instructions regarding the services performed under the internship agreement from any Government or from any authority external to UNICEF.
* Unless otherwise authorized by the receiving office/division, interns may not communicate at any time to the media or to any institution, person, Government or any external source any information which has become known to them by reasons of their association with UNICEF. They may not use any such information without written authorization, and such information may never be used for personal gain. These obligations do not lapse after the end of the internship.
* Interns shall refrain from any conduct that would adversely reflect on UNICEF and not engage in any activity which is incompatible with the aims and objectives of UNICEF.
* The receiving office/division is responsible for preparing all onboarding processes, including but not limited to necessary office space, equipment, access to systems, ground pass, and other services needed by the intern prior to their arrival.

**General conditions: Policy and administrative procedures**

The intern will be based in UNICEF Ghana Country Office in Accra. The office will provide equipment and materials necessary for the assignment. The intern will abide by all conditions as per the UNICEF intern guideline. Interns are expected to fund themselves for their travel related expenses to report at the duty station and return at the end of the internship (whether within or outside Ghana), as well as accommodation and living expenses for the entire duration of the internship programme. All the terms and conditions in the internship guideline, including proof of health/medical insurance coverage must be complied with and copies received by the office prior to the commencement of internship.

**Remarks**

Only shortlisted candidates will be contacted and advance to the next stage of the selection process.

The selected candidate is solely responsible to ensure that the visa (applicable) and health insurance required to perform the duties of the contract are valid for the entire period of the contract. Selected candidates are subject to confirmation of fully-vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment.