**Internship – UN Coordination Intern**

 **Office of the UN Resident and Humanitarian Coordinator**

**Location:** Yangon, MYANMAR

**Type of Contract:** Internship

**Languages Required:** English

**Duration:** 6 months (with possibility of one year)

**Background**

Myanmar stands at a crucial crossroad in recent history with multiple, simultaneous, complex reforms - including political and democratic; socio-economic; decentralized governance and administration. The scope and pace of the reforms are triggering positive responses but also complex challenges.

The United Nations is committed to support the Myanmar government and people at this time of profound political and social transformation. The UN Country Team supports the Government on a broad range of activities along the pillars of the United Nations: peace and security, development and human rights. With the backdrop of the changing political, economic and operational environment in Myanmar, the UN Resident and Humanitarian Coordinator (RC/HC) is the senior most UN official and the representative of the UN Secretary-General in Myanmar responsible for leading the coordination of UN operational activities in the country. This is done in consultation with Country Representatives of UN agencies and members in line with the objectives and priorities of the Government Myanmar.

The Office of the Resident Coordinator (RCO) provides the day-to-day support and advice to the UN Resident Coordinator (RC) as well as to the UN Country Team (UNCT) in its strategic positioning and coordinated implementation of UN programmes and approaches.

The RCO is looking to offer an internship to a motivated candidate interested in working in the Office of the UN resident Coordinator and learning more about the work of the UN on development, peace, human rights and humanitarian issues in Myanmar.

**Duties and Responsibilities**

Under the guidance and direct supervision of the Head of the UN Development Coordination Cluster, the intern on UN coordination will support the coronation mechanisms of the RCO with special focus on the following results:

* Provide relevant support to UN coordination mechanisms and UNCT activities, including UN Country Team meetings, events and joint work through UN working groups;
* Support the compilation and preparation of briefing and presentation materials, background information and documentation as well as drafting of talking points and speeches for meetings, events and missions;
* Undertake research and analysis related to specific sustainable development and social cohesion priorities in Myanmar’s transition context in support of the formulation of the UN Development Assistance Framework (UNDAF).
* Coordinates and participates in the work of the UNDAF thematic group activities and provides logistical support to the working groups;
* Support the organization and follow-up of inter-agency and high-level meetings or events;
* Support the UN Development Coordination cluster head in managing the process of UN-wide reporting of joint programmatic results & lessons (Incl. SDG reports; progress reports; RC Annual reports; and other relevant joint UN publications, etc.)
* Assists in coordinating and documenting discussions and outcomes of meetings, workshops, retreats, missions in a clear and concise way;
* Provide research support to the preparation of RC talking points, statements for internal and external audiences;
* Contribute to research reports and publications; policy position/discussion papers, and knowledge management products;
* Perform any other task as assigned by the Head of the RC Office

**Competencies**

* Proactive (able to pro-actively undertake tasks that fall under the TOR)
* Team Player
* Excellent writing skills
* Quick learner
* Good computer skills
* Fluent in both English