UN Women is the United Nations Entity for Gender Equality and the Empowerment of Women.

**Post Title:** Administration Assistant Intern  
**Duration:** 6 months  
**Contract:** Internship contract  
**Duty Station:** Pretoria  
**Application Closing Date:** 24 May 2019

### I. Background

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security.

UN Women South Africa Multi-Country Office covers, South Africa, Botswana, Namibia, Lesotho and Swaziland.

The focus of UN Women’s programmes in MCO countries can be summarised as follows:

- Promoting gender equality and women’s empowerment through building knowledge and skills within government and civil society to promote gender responsive laws, policies, plans and institutional structures to ensure the implementation of these in line with international human rights.
- Promoting women’s effective leadership, including excluded groups of women and their meaningful participation in democratic governance.
- Empowering excluded women’s groups to organize themselves and to advocate for gender responsive policies and programmes.
- Supporting innovative efforts of the government and civil society groups in ending VAW, addressing the impact of HIV and AIDS and promoting economic security.

### II. Objective

Internships offer postgraduate and graduate level students the opportunity to acquire practical experience and an in-depth understanding of UN Women’s work. They are designed to complement development-oriented studies.

### III. Functions and duties

The intern will work for 6 months under the direct supervision of the UN Women Operations Manager Officer based in Pretoria.
- Have graduated with a university degree as above and if selected, must commence within a one-year period of graduation.
- Applicant must possess Knowledge of Gender Equality
- Strong interpersonal skills
- Ability to work independently
- Ability to work in a multicultural environment
- Experience of working to tight deadlines
- Commitment to UN Women values
- Fluency in English (both oral and written)

VI. Financial Aspects

The UN Women Internship programme operates on a non-remunerative basis. All costs related to the internship must be borne by the intern, including flights, visas, adequate health and travel insurance and accommodation. The intern will make his/her own arrangements for these issues.

Applicants for internship must show proof of valid medical and life/accident insurance for the duty station for which they will work.

VII. Terms of Appointment
Start date: 01 June 2019

VIII. Duty Station
The intern will be based at the UN Women offices in Pretoria

IX. Further Career Opportunities
The internship programme does not guarantee further employment with UN Women or other UN agencies.
Interns cannot apply for posts at UN Women during the period of their internship.

How to apply
Interested applicants send the following documents to procurement.mco@unwomen.org

1) Letter of interest explaining why the applicant considers her/himself the most suitable for the work (max. 2 pages)
3) Personal CV including past experience in similar projects and contact details of referees (max. 3 pages)

Deadline for applications: 24 May 2019

Selection process
Applications will be reviewed by UN Women. The applicants will be contacted directly by the UN Women South Africa Office. Only short-listed candidates will be contacted.