

## UNDP India - Internship

### Information for the Applicants

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#### Objective

Internships offer a small group of outstanding post-graduate level students the opportunity to acquire direct exposure to UNDP's work. They are designed to complement development-oriented studies with practical experience in various aspects of multilateral technical cooperation; it also complements other international studies, including law. It allows selected candidates to gain insight into the work of UNDP and provides assistance and training in various professional fields.

#### Description

Internships can take place in UNDP India Country Office or at any of its project sites. Assignments vary greatly in terms of content. Every attempt is made to match the interests of the intern with the needs of the organization.

Internship assignments vary in length according to the availability and academic requirements of the intern, as well as the needs of UNDP. Assignments are available on a full-time basis.

#### Guiding principles

- A clear defined framework that will guide and give direction to the management of the internship programme within UNDP India
- A restricted number of interns would be allowed at UNDP India for a specific period of time taking into account considerations of space, mentorship and equipment.
- In a situation where there are many students seeking for internship, a shortlist and interviews of candidates shall be conducted and managed by a panel/internship committee. The panel/committee will have the responsibility of determining internship assignments based on competencies and prevailing organizational needs;
- Interns may be assigned to specific projects or to one of the programme/operations units;
- Internship applications may be submitted via e-mail or by post.
- Requests for the engagement of an intern will be made through consultation with the management;
- Interns will be assigned to relevant programme manager/officer for supervision throughout the internship period, who:
  - shall make provision to accommodate/provide office space and conducive work environment to its interns;
  - shall ensure that interns have work to do and are afforded quality supervision and mentoring;
  - shall ensure that the interns are aware of their rights, obligations and responsibilities;
  - shall ensure that professional competencies of the intern are enhanced by allocating the intern lesser or no administrative tasks.

#### Qualification/Eligibility

Interns are selected on a competitive basis. The following minimum qualifications are required:

- An undergraduate degree should have been completed with work on Master degree in progress. Applicants should therefore be enrolled in a recognized university/institute course of study in fields related to the work of UNDP (including economics, environmental sciences, law, political science, sociology, social work, human resources, public administration and communication) at the time of application and during the entire period of internship.
- Usually those students who will return to their studies upon completion of their internship assignments are eligible. (In some cases, internship is an academic requirement after the exams but before the final results to complete a dissertation or project)

- Demonstrated interest in the field of development
- Language skills:
  - Written and spoken proficiency in English language is essential.
  - For Indian students knowledge of Hindi is desirable. Fluency in a regional Indian language is an asset.
- An interest in in-country mobility; adaptability to varied physical and other environments; a desire to work with and gain the confidence and respect of people with different language and cultural backgrounds.
- Respect for the principles of the Charter of the United Nations

## Terms and Conditions

- a) The **normal duration of an internship is three months**. The total duration may exceptionally be extended to a maximum period of six months when there are special academic requirements or special needs of the receiving programme.
- b) Applicants may not be related - i.e. spouse, mother, father, sister, brother, daughter, son - to a staff member of UNDP India.
- c) Upon selection for an internship placement, an 'Internship Agreement' is forwarded to the confirmed candidate for signature and returned together with proof of medical insurance coverage for the entire duration of the internship. This must be done prior to the agreed starting date.
- d) There is **no promise of employment either during or upon completion of an internship with UNDP**.
- e) An intern is not a staff member therefore the privileges and immunities agreed between UNDP and the host government do not apply to interns.
- f) An intern undertakes to conduct himself/herself at all times in a manner compatible with his/her responsibilities as an intern of UNDP India.
- g) The intern is required to keep confidential all unpublished information made known during the course of the internship, and must not publish any reports or papers on the basis of information obtained, except with the prior written authorization of UNDP India. These obligations will not lapse upon the expiration of the internship period.

## Internship Duration and Deadlines

The deadline for receipt of applications is generally around 2 months before the start of the internship period.

A decision on the applications will be communicated to successful applicants;

## Expenses and medical coverage

- a) **Interns are not financially remunerated by UNDP**. Costs and arrangements for travel, visas, accommodation and living expenses are the responsibility of the intern or his/her sponsoring institution.
- b) UNDP India accepts no responsibility for medical insurance for the intern or for any costs arising from accidents and/or illness during the internship period. Applicants are required to provide evidence of adequate medical insurance coverage.
- c) UNDP India is not responsible for any claims by an intern or third party in the case of loss or damage to property, or death or personal injury as a result of actions or omissions on the part of the intern during the internship period.

## Administration of Internship

- Interns must receive a proper orientation, which must include both the philosophy and work practices of UNDP India;
- Interns cannot represent UNDP India at any public events without the prior consent of management; and
- Interns will be expected to adhere to all UNDP India's regulations, policies and procedures.

## Further Career Opportunities

The purpose of internships is not to lead to further employment with UNDP but, as mentioned, to complement an intern's studies. However, a number of interns, after completing their studies and having met the necessary requirements, have gone on to further assignments with the UNDP or elsewhere in the United Nations system.

## Whom to Contact

**Applications from prospective interns may be forwarded by e-mail to: [info.in@undp.org](mailto:info.in@undp.org). Please mention in the subject line the area/ field in which you are interested.**

Applications should include the following:

- A recent Curriculum Vitae;
- An expression of interest/ covering letter indicating the reason for requesting an internship and intended goals to be achieved if selected;
- Duration of Internship (start date) and (end date);
- A supporting letter from his/her institution, if applicable

**Due to the large volume of applications, only shortlisted candidates will be contacted.**