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| UNICEF logo_CyanUnited Nations Children’s FundTerms of Reference (TOR) for Internship in UNICEF PNG |
| **Name of Section:** Climate and Sustainable Environment, Programme  **Duration of Internship:** 1 February 2026- 31 July 2026  **Duty Station**: Port Moresby, Papua New Guinea  **Supervisor:** Joungwon Yun (Programme Manager, Climate and Sustainable Environment) |
| **Organization mission and objectives**  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. |
| **Purpose of Assignment**  Papua New Guinea (PNG) faces increasing climate-related challenges, including droughts, floods, landslides, and coastal erosion, which directly affect children’s access to essential social protection and services. UNICEF PNG is implementing climate-smart and resilience initiatives across the WASH, Health, Education, Nutrition, and Child Protection sectors to strengthen climate-resilient systems and infrastructure, and to support Government counterparts in addressing these challenges. This includes emerging work on climate information systems, early warning, resilient infrastructure, and multisectoral climate programming.  The selected intern will support programme implementation, monitoring, coordination, documentation, and communications related to UNICEF PNG’s climate and environmental sustainability work. This includes regular programme reporting, cross-sector coordination, meeting preparation and documentation, advocacy and visibility inputs, field monitoring support, and administrative and technical assistance for engagement with key stakeholders. The intern will work under the direct supervision of the Programme Manager (Climate and Environment).  **Task description**  Under the direct supervision of the Programme Manager (Climate & Environment), the intern will support ongoing programme operations and management through the following tasks:   * Support day-to-day implementation and monitoring of climate and multisectoral programme activities. * Prepare meeting materials and documentation and monitor progress on agreed follow-up actions. * Compile and consolidate timely inputs from UNICEF sections for monthly progress updates, reports, and presentations. * Maintain organized programme records and support knowledge management, including capturing challenges learned and good practices. * Assist with communication and follow-up with implementing partners, Government counterparts, and donors on activity status and information requests. * Support advocacy, communication, and visibility activities, including the development of human impact stories and communication briefs, ensuring compliance with donor visibility and UNICEF branding requirements. * Support planning and documentation for field missions, including preparation of briefing materials and follow-up notes. * Contribute to quality assurance and risk management processes by identifying implementation gaps, documenting risks, and supporting follow-up on mitigation actions. * Perform other relevant tasks as assigned to support programme implementation and coordination.   **Remuneration**   * The internship allowance and travel costs will be covered by Seoul National University, Republic of Korea.   **Minimum qualification required**   * Enrolled in an undergraduate or graduate degree programme in Environmental Science, International Development, Political Science, Economics or a related field focused on climate change.   **Knowledge/Expertise/skills required**   * Experience with climate change research, data collection and analysis, environmental sustainability, or project coordination. * Experience with international organizations or development agencies is an asset. * Strong proficiency in Microsoft Office, especially Excel and PowerPoint. * Strong research, analytical, and writing skills. * Excellent verbal and written communication in English. * Strong teamwork, organizational ability, and attention to detail. |
| **Prepared by:**  Joungwon Yun, Programme Manager |
| **Reviewed by:**  Agnes Gargyan, Human Resources Officer |
| **Approved by:**  Veera Mendonca, Representative |