



## UNITED NATIONS CHILDREN'S FUND INTERNSHIP ToR

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.

**Internship Title:** Internship, People in Humanitarian Action

**Section/Team:** PHA Response team

**Duty Station:** Istanbul, Turkiye

**Modality:** Full-time

**Duration:** 12 months (starting Mar 2026)

### **For every child, *an advocate***

The UNICEF Internship Programme offers qualified and eligible students at both headquarters (HQ) and Country Offices (CO) the unique opportunity to acquire direct practical experience in UNICEF's work and the United Nations system under the direct supervision of experienced UNICEF staff.

### **How can you make a difference?**

The People in Humanitarian Action (PHA) Response team supports designated UNICEF emergency country offices by providing continuous response support for surge deployment staffing in emergencies and fast-track recruitment. The team aims to enhance the efficiency and effectiveness of emergency response in humanitarian contexts, ensuring the right people are in the right places at the right times, ultimately improving emergency response, the intern will support the response team and is expected to:

- Support with sourcing of profiles through Frontlines in response to surge requests submitted by offices in emergencies.
- Support with the design of response reports including surge & annual reports.
- Support with maintaining, surge tracking systems STS, RTS..., deploying and updating HR Reports, Dashboards and data-driven analysis.

- Support the implementation of the surge cycle, onboarding, check ins, offboarding of deployees, track completions and compile feedback.
- Perform other duties as required.

**To qualify as an advocate for every child you will have...**

- Currently enrolled in a degree program of an institution of higher education, or recently completed such a degree (within the last two years) preferably in the areas of: Communications, Business Administration, Human Resources Management, Information Technology etc.
- Excellent drafting skills and knowledge of MS Office especially MS Excel are required.
- Knowledge and experience in the field of sourcing, talent acquisition, recruitment, and people analytics are required.
- Knowledge of relevant computer systems and applications; solid knowledge in data, video editing, and graphic design tools (e.g. Canva, etc.) is an asset.
- Developing country work experience and/or familiarity with emergencies is considered an asset.
- Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.

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

UNICEF's Core Values of Care, Respect, Integrity, Trust, Accountability and Sustainability (CRITAS) underpin everything we do and how we do it.

Get acquainted with Our Values Charter: <https://www.unicef.org/careers/get-prepared#Values>

To view our competency framework, please visit [here](#).

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 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.

**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. It does not apply to selected candidates who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their contracts.