

UNIFEM Australia Internship Opportunity

July - August 2010

UNIFEM Australia is seeking graduates or current university students to apply for a short term internship beginning as soon as possible until the end of August 2010. This internship has the possibility of extension.

The internships are unpaid, and will require a minimum of 15 hours per week for no less than six weeks, between July & August. Interns are encouraged, but **not required**, to base themselves at our office in Canberra.

Applications close Friday July 23rd.

Why intern with Unifem Australia?

An internship with Unifem Australia provides a unique opportunity for students to put to practical use their knowledge gained at university in work environment, whilst contributing to the work Unifem Australia does in promoting women's human rights, political participation and economic security.

Interns will:

- Gain work experience at working for international Non-Government Organisation.
- Gain a greater understanding of key issues relating to women, development and the UN.
- Become involved in an organisation which promotes women's human rights, political participation and economic security.

Responsibilities:

This internship is for a specific research based project. Applicants should be flexible and be prepared to work in areas in which they have no previous experience or expertise.

Some examples of past internship work include:

- Assistance in organising events
- Developing communication strategies and plans
- Document and internet research
- Attending and summarizing conferences and meetings
- Working on web content
- Evaluation of projects
- Compiling statistics
- Media analysis and monitoring

Competencies:

The United Nations Core Competencies are Communication, Teamwork, Planning and Organising, Accountability, Creativity, Client Orientation, Commitment to Continuous Learning and Technological Awareness. UNIFEM Australia expects the same competencies, with particular emphasis on the following:

- Communication – Superior communication skills, both written and oral, including the ability to draft and edit clearly and concisely.

- Teamwork – Experience working with a small team, good interpersonal skills, ability to work collaboratively with colleagues from different national and cultural backgrounds to achieve organisational goals
- Planning and Organising - Ability to establish priorities, to coordinate one's own work plan and work independently, and meet deadlines.
- Technological Awareness – Sound IT skills.

Qualifications:

Education:

To qualify for the UNIFEM Australia Internship must be enrolled in a senior year or completed a university degree in the areas of Development Studies, International Relations, Law etc.

Work Experience:

Applicants are not required to have professional work experience however this will strengthen any application

Selection Criteria:

Essential

- Excellent written communication skills
- Excellent organisational skills
- Extensive research experience
- Ability to work within a small team and meet strict deadlines
- Ability to problem-solve
- Good I.T. skills (Microsoft Office Applications)

Preferred

- Graphic Design skills
- Awareness of women's issues both domestically and internationally
- Experience in working within a Non-Government organisation
- Understanding of government and non-government structures and relationships

How to Apply:

Please submit your responses to the selection criteria, a maximum 500-1000 word writing sample and a CV to admin@unifem.org.au.

For further information please contact Meghan Cooper

Policy and Research Officer
UNIFEM Australia
meghan.cooper@unifem.org.au

Applications close Friday 23 July.

PLEASE NOTE THAT APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED.