



Tunisie

## INTERNSHIP IN TUNISIA

Description

### Purpose

The purpose of UNDP's internship programme is to:

- a) provide a framework by which students from diverse academic backgrounds may be assigned to UNDP offices, where their educational experience can be enhanced through practical work assignments;
- b) expose them to an international environment;
- c) expose them to work of the Organization with the objective of deepening their knowledge and understanding of UNDP's goals, principles and activities; *and*
- d) provide UNDP offices with the assistance of qualified students specialized in various professional fields.

### Typical Tasks

Typical tasks performed by the students include:

- a) conducting research;
- b) writing documents;
- c) cataloguing information;
- d) assisting in the organization of conferences, forums or other collaborative events; *and*
- e) publishing knowledge stories/best practices.

While some routine functions may be components of internship assignments, they are intended to be learning and developmental experiences that compliment advanced studies. Providing an opportunity to make substantive contributions to an office's work is an essential requirement of offices taking on interns. They cannot be used to replace support staff or conduct strictly support functions.



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### Locations

Internships may be offered at any UNDP office. However, due to security risks, non-family duty stations (i.e. in security phase III or above) may not accept interns from outside the duty station.

### Eligibility

UNDP may accept interns providing the following conditions are met:

a) enrolment:

- enrolled in a degree programme in a graduate school (second university degree or higher) at the time of application and during the internship (if a candidate is graduating before the internship period begins, they are no longer eligible); *or*
- have completed at least four years of full-time studies at a university or equivalent institution towards the completion of a degree, if pursuing their studies in countries where higher education is not divided into undergraduate and graduate stages;
- not have graduated prior to the beginning of the internship.

b) skills:

- proficiency in English and normally at least one additional UNDP working language (i.e., French or Spanish). Fluency in Arabic, Chinese, Portuguese or Russian is an asset;
- computer literate in standard software applications;
- demonstrated keen interest in the work of the UN, and of UNDP in particular, and have a personal commitment to UNDP's Statement of Purpose and to the ideals of the UN Charter; *and*
- demonstrated the ability to successfully interact with individuals of different cultural backgrounds and beliefs, which include willingness to try and understand and be tolerant of differing opinions and views.

### Administration

The administration of interns is completely decentralized to the respective bureau or office, hereinafter referred to as "offices".

### Duration of Internship Assignments

Internship assignments vary in length according to the availability and academic requirements of the intern, as well as the needs of UNDP. However, they will normally last no less than six weeks and no more than six months. If an intern can prove that a nine-month internship will grant him/her an educational



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credit for one full school year, the internship may be exceptionally granted for a maximum total duration of nine months.

Internship assignments are available on a part-time and full-time basis throughout the year, depending on the availability of meaningful assignments and the needs and capacity of offices to receive and supervise interns.

### **Status**

Interns are considered gratis personnel. They are not staff members.

Interns may not be sought or accepted as substitutes for staff to be recruited against authorized posts.

Interns may not represent UNDP in any official capacity.

### **Third-party claims**

UNDP is not responsible for any claims by any parties where the loss of or damage to their property, death or personal injury was caused by the actions or omission of action by the interns during their internship.

### **Interns' Expenses**

Interns are not financially remunerated by UNDP.

All costs connected with an intern's participation in the Programme must be borne by:

- a) the nominating institution, related institution or government, which may provide the required financial assistance to its students;
- b) the student, who will have to obtain financing for subsistence and make his/her own arrangements for travel (including to and from the office), visas, accommodation, etc.

Costs incurred by an intern in the discharge of his/her functions shall be reimbursed by UNDP under the same rules as costs reimbursed to staff members. Costs incurred by an intern undertaking official travel at the request of UNDP in the discharge of functions related to the internship activities shall be paid by the Organization on the same basis as costs incurred by staff members, including payment of DSA, as applicable.

### **Insurance**

UNDP accepts no responsibility for the medical and life insurance of the intern or costs arising from accidents and illness incurred during an internship. As interns are not covered under any insurance, including MAIP, they should not travel to hazardous locations in the course of their internship with UNDP.

Applicants for internship must show proof of valid medical and life/accident insurance for the duty station for which they will work. It must include adequate coverage in the event of an injury or illness during the internship which:



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- a) requires transportation to the Home Country or Country of Residence for further treatment; *or*
- b) results in death and requires preparation and return of the remains to the Home Country, or Country of Residence.

For a list of insurance carriers offering expatriate individual health and/or life/accident insurance plans for students – see Section 8.

### **Working Conditions**

During the internship session, interns will be provided with a desk, phone and computer access.

### **Subsequent Employment**

The purpose of the Internship Programme is not to lead to further employment with UNDP but to complement an intern's studies. Therefore, there should be no expectation of employment at the end of an internship.

Should an offer of employment be envisaged, a 3-month break, from the end of the internship, must be respected.

Interns cannot apply for posts during the period of internship.

### **Applications**

Interested students must send the following documentation directly to the office where they have a particular interest in serving an internship:

- a) a duly completed "UNDP internship application form";
- b) a copy of his/her most recent resume or curriculum vitae;
- c) a letter from his/her university confirming current enrollment and graduation date;
- d) a copy of his/her school transcript;
- e) a letter of endorsement from a senior faculty member who has directly supervised the student in the recent past and who is fully acquainted with the student's performance; *and*
- f) a brief paper setting out the reasons why he/she is seeking an internship with UNDP and what is expected from the experience.

### **The offer of an internship assignment is subject to:**

- a) a signed "UNDP Internship Agreement" form;



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- b) a Medical Certificate of Good Health from a recognized physician. If the intern is expected to travel outside the country of their residence, other than to Europe and North America, the physician must indicate whether he/she is fit to travel and has had the required inoculations for the country or countries to which the intern is to travel.
- c) proof of medical insurance valid for the location(s) in which the internship will be carried out. See Section 8 for a list of insurance carriers offering expatriate individual health insurance plans for students; *and*
- d) proof of life/accident insurance for the location(s) in which the internship will be carried out. See Section 8 for a list of insurance carriers offering expatriate individual life/accident insurance plans for students.

### **Roles and Responsibilities**

#### **Interns**

The intern shall:

- a) observe all applicable rules, regulations, instructions, procedures and directives of the Organization;
- b) provide the receiving offices with a copy of all materials prepared by them during the internship. UNDP shall be entitled to all property rights, including, but not limited to, patents, copyrights and trademarks, with regard to material which bears a direct relation to, or is made in consequence of, the services provided under the internship. At the request of UNDP, the interns shall assist in securing such property rights and transferring them to the Organization in compliance with the requirements of the applicable law;
- c) respect the impartiality and independence required of UNDP and of the receiving office and shall not seek or accept instructions regarding the services performed under the internship agreement from any government or from any authority external to the Organization;
- d) unless otherwise authorized by the appropriate official in the receiving office, they may not communicate at any time to the media or to any institution, person, government or any other external source any information which has become known to them by reason of their association with UNDP or the receiving office, that they know or ought to have known has not been made public. They may not use any such information without the written authorization of the appropriate official, and such information may never be used for personal gain. These obligations also apply after the end of the internship with UNDP; *and*
- e) refrain from any conduct that would adversely reflect on UNDP or on the receiving office and will not engage in any activity which is incompatible with the aims and objectives of UNDP.

The conditions regulating the internship shall be set out in the "Internship Agreement".



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### **Accountability**

Unsatisfactory performance or failure to conform to the standards of conduct set out above may lead to termination of the internship, for cause, at the initiative of UNDP. A two-week notice shall be given in such cases.

Any serious breach of the duties and obligations which, in the view of the Administrator, would justify separation before the end of the notice period.

The intern will reimburse UNDP for financial loss or for damage to UNDP-owned equipment or property caused by him/her, if such loss or damage:

- a) occurred outside the performance of services with UNDP; *or*
- b) arose or resulted from gross negligence or wilful misconduct or violation or reckless disregard of applicable rules and policies by the interns.

### **Templates and forms**

[UNDP Internship Agreement form](#)

[UNDP Internship Application form](#)

### **Additional Information**

[List of insurance carriers](#)