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## INTERNSHIP INFORMATION SHEET (2013)

UNDP Belize welcomes applications from outstanding university students and graduates interested in acquiring experience as interns. Through this programme interns gain exposure to UNDP's Programme and Operations work. The interns attached to the Programme section are deployed to any of the programme areas. Under operations, interns gain working experience in a wide range of activities including staffing and human resources, procurement, general administration and finance.

Typical tasks performed by the students can include the following:

- conducting research;
- writing documents;
- cataloguing information;
- assisting in the organization of conferences, forums or other collaborative events; and
- 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 complement advanced studies. Providing an opportunity to make substantive contributions to an office's work is an essential requirement of offices taking on interns.

### 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; AND will not have graduated prior to the beginning of the internship.

b) Skills:

Proficiency in English; fluency in Spanish 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.

### Duration

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 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.

\*Interns are not financially remunerated by UNDP

**Related Documents:** Internship Application Form and Internship Agreement

Further information can be obtained by contacting [undp.belize@undp.org](mailto:undp.belize@undp.org)