



UNDP is the UN's global development network, advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. We are on the ground in 166 countries, working with them on their own solutions to global and national development challenges. As they develop local capacity, they draw on the people of UNDP and our wide range of partners

Internship Program of UNDP Sri Lanka

The United Nations Development Program (UNDP) Country Office in Sri Lanka, offers internships for young students to

- 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;
- exposes them to an international environment;
- exposes them to the work of the organization with the objective of developing their knowledge and understanding of UNDP's goals, principles and activities; and
- Develop bright young talent for future leadership roles

UNDP Country Office offers internship assignments for six (06) students per year.

Terms of Reference

Eligibility

Interns will be selected on a competitive basis according to the following criteria;

- Applicants should be undergraduates in their final year or enrolled in a post-graduate degree program in a recognized university.
- Be proficient in English & computer literate
- Ability to successfully interact with individuals in a multi-cultural environment.
- Respect for the principles of the United Nations Charter and the UNDP's Statement of Purpose.

Tasks

Typical tasks will include conducting research, writing documents, cataloguing information, assisting in the organization of conferences, forums or other collaborative events. A specific job description detailing the tasks to be performed will be given upon accepting the internship assignment.

Responsibilities

- The intern shall observe all applicable rules and regulations of the organization.
- Unless otherwise authorized by the appropriate UNDP official, the intern shall not communicate at any time to the media or to any institution, person, government or any other external source, any information made known to him/her by reason of his/her association with UNDP.
- On completion of the internship assignment, the intern should submit a detailed report on his/her learning to the unit chief, on the project assigned by UNDP, preferably along with a presentation.
- International applicants are permitted to engage in an internship contract only on a regular working visa according to the immigration laws of Sri Lanka. **They cannot work on a tourist visa.** Applicants should therefore, not make travel arrangements until this visa is obtained in consultation with the UNDP Country Office, Sri Lanka.

Duration

The minimum duration will be six weeks and the maximum 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.

Status

Interns are considered gratis personnel. They are not staff members. The purpose of the internship program is to complement an intern's studies. There should be no expectation of employment at the end of the internship. Interns cannot apply for vacant posts at UNDP, during the period of an internship.

Intern's Expenses

The period of internship will not be remunerated.

The intern will make his/her own arrangements for travel, visas, accommodation etc.

Insurance

UNDP accepts no responsibility for the medical insurance of the intern or costs arising from accidents and illness incurred during an internship. Applicants for internship must show proof of medical insurance coverage valid for the duty station for which they will work.

General Conditions for Sri Lanka

Interns will only work in Security Phase I areas in Sri Lanka. They should not travel to hazardous locations in the course of their internship with UNDP.

Interns will be supervised by local or international staff holding Fixed Term Appointments.

How to Apply

UNDP Offers internships in the following areas: Select a Preference

Areas
Governance
Peace and Recovery
Energy & Environment
Poverty & MDG (Millennium Development Goal)
Operations – Finance, Procurement, HR & IT

Applicants must complete the attached Application for UNDP Internship Program, indicating their area of interest and preferable period, and send it together with the curriculum vitae and a letter from his/her university confirming current enrollment and graduation date, to the following email addressed;

E-mail – internapp.lk@undp.org

Scroll down to view Internship Application Form



Application for UNDP internship programme

1. Name of Applicant: _____
2. Present University or Institutional affiliation: _____

3. Area of study: _____
4. Degree expected: _____ Bachelors _____ Masters _____ Doctorate _____ Other
5. Date degree will be granted (Day/Month/Year) _____

6. Briefly explain your reasons for applying to the UNDP Internship Programme.
Please include specific objectives and expected benefits of the internship

7. Requested dates for Internship
(UNDP only accepts interns for a minimum of 6 weeks and a maximum of 6 months on fulltime basis – 40 hours per week)

From: _____ To: _____

8. Statement of understanding of the conditions of the Internship

I understand that, should I be accepted as an intern in UNDP, the following conditions will apply:

a) Status: Although not considered a staff member of UNDP, I shall be subject to the authority of the Administrator and the authority delegated by him to the Heads of Bureaux and Offices. I understand that I am not entitled to the privileges and immunities accorded by member states to UNDP, its officials and staff members.

b) Financial Support: I shall not be paid by UNDP and must make my own arrangements for living expenses. Travel costs to and from the duty station and living accommodation are also my own responsibility or those of the sponsoring institution.

c) Medical Health and Life Coverage: UNDP accepts no responsibility for costs or fatality arising from illness or accidents incurred during the internship; therefore, I must carry adequate and regular medical and life insurance. I will be covered by the following health and life insurance during the internship period (your application will not be processed unless you provide this information!).

Medical: _____

Life: _____

d) Passports and Visas: I am responsible for obtaining necessary passport and visas when required. UNDP will issue only a letter stating acceptance of an individual as an intern and the conditions governing the internship.

e) Confidentiality and Publication of Information: As an intern, I will respect the confidentiality of information that I collect or am exposed to at UNDP. No reports or papers may be published based on information obtained from UNDP without the explicit written authorization of the Head of Bureaux or Office.

f) Employment Prospects: The UNDP Internship Programme is not connected with employment and there is no expectancy of such. Interns cannot apply for posts advertised internally to UNDP staff during the period of internship.

Signed: _____ Date: _____