



All Vacancies

By group

[Democratic Governance and Peacebuilding \(54\)](#)
[Sustainable Development and Poverty Reduction \(73\)](#)
[Climate & Disaster Resilience \(34\)](#)
[Crisis Response \(14\)](#)
[HIV, Health and Development \(7\)](#)
[Gender Equality \(60\)](#)
[Management \(140\)](#)
[Other Opportunities \(6\)](#)

By location

[Africa \(61\)](#)
[Arab States \(43\)](#)
[Asia and the Pacific \(120\)](#)
[Europe & the Commonwealth of Independent States \(60\)](#)
[HQ and Other \(75\)](#)
[Latin America and the Caribbean \(12\)](#)

Intern for Africa Finance Sector Hub

Location :	Pretoria, SOUTH AFRICA
Application Deadline :	06-Apr-21 (Midnight New York, USA)
Time left :	9d 22h 41m
Additional Category :	Sustainable Development and Poverty Reduction
Type of Contract :	Internship
Post Level :	Intern
Languages Required :	English
Starting Date :	15-Apr-2021
(date when the selected candidate is expected to start)	
Duration of Initial Contract :	3 months
Expected Duration of Assignment :	6 months

[REFER A FRIEND](#) | [APPLY NOW](#)

UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.

UNDP does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment, and discrimination. All selected candidates will, therefore, undergo rigorous reference and background checks.

Background

The UNDP Strategic Plan (2018-2021) recognizes the complex, changing development landscape, the evolving needs of its partners and the need for pragmatic responses. It describes how UNDP will respond and support countries to achieve the 2030 Agenda and the Sustainable Development Goals (SDGs) and related agreements. In this regard, UNDP should be agile, flexible, adaptive and responsive to the complex development challenges and uncertainties. This requires working in partnership with governments, civil societies and the private sector. The Strategic Plan describes how UNDP can better adapt to a range of country contexts through a series of signature solutions that define UNDP's core work, its platforms and layout business models that underpin its efforts.

One of the critical challenges that governments face to achieve SDGs is funding. In response to this challenge, UNDP launched the SDG Finance Sector Hub (FSH) to provide an integrated and comprehensive tailor-made service offer to governments on SDG financing, covering both public and private, including the key seven pillars of the Addis Ababa Action Agenda (AAAA). Consequently, the Africa focused FSH structure was established in Pretoria, South Africa to support the implementation of UNDP Strategic Offer in Africa. The UNDP Strategic Offer in Africa tries to respond to the ambition captured in the corporate UNDP's Strategic Plan and is organized around six impact areas. These are: - Natural Resource Governance; Youth Employment and Empowerment; Structural Economic Transformation; Sustainable Energy; Climate Change; and Peace and Security. To facilitate the realization of the desired impact, UNDP provides the necessary capacities, resources and tools through its country offices, regional service center and regional thematic hubs. The Africa FSH as a pool of finance and private sector experts in Africa covers activities implemented at regional and country level aligned with the Sustainable Development Goals (SDGs) and the Africa Union Agenda 2063. The hub builds on and consolidates some of the initiatives being implemented since 2010 by the RSCA Private Sector Unit. These include the establishment of the African Inclusive Market Excellence Centre (AIMEC), inclusive business ecosystem building initiatives, impact investment, regional value chain development, agribusiness supplier development programme (ASDP). The FSH team collaborates closely with the broader UNDP family, the Global Policy Network, Regional Hubs in Africa and other units to establish linkages between these cross-cutting principles and programme achievements towards the broader SDGs Implementation.

The Africa FSH is looking for an Intern to provide administrative and technical support to the private sector development and engagement team of the Hub.

Duties and Responsibilities

Programme Implementation:

- Draft, review and edit concepts notes, knowledge products and presentations
- Support the private sector team in its effort to design innovative SDGs aligned business models and related e-commerce solutions.
- Prepare, participate in meetings, and perform other Programme implementation support tasks as required

Knowledge Management and Communication

- Prepare communications and marketing materials (brochure, newsletter, success stories etc.)
- Assist in the dissemination of Knowledge Products and marketing materials
- Draft, design and website update and overhaul

Research and Data Management

- Research private sector development and engagement topics and opportunities at the national and regional level projects especially related to AfCFTA opportunities
- Undertake research on e-commerce innovative business models and related donor initiatives
- Manage files and online database of related documents in a structured way

Competencies

Technical / Functional Competencies:

- Good writing and researching skills.
- Strong analytical aptitude, communication and presentation skills.
- Good organizational, time management and strong interpersonal skills.
- Ability to work flexibly and meet tight deadlines.
- Attention to details and proven ability to work independently and effectively.
- Experience in website content management
- Computer proficiency: MS Office

Personal Competencies:

- Demonstrates integrity by modeling the UN's values and ethical standards.
- Demonstrates openness to change and ability to receive / integrate feedback.
- Works collaboratively with team members by sharing information openly and displaying cultural awareness and sensitivity.
- Establishes, builds and sustains effective relationships within the work unit and with internal and external partners.
- Positive, self-motivated and results driven individual.

Required Skills and Experience

Qualifications & Experience:

- Currently enrolled in (a) a graduate school programme as a full-time student in economics, development finance and related fields or (b) the final academic year of a first university degree programme (minimum Bachelor's level or equivalent), or (c) have graduated with a university degree as defined in above and, if selected must start the internship within one year of graduation
- Understanding of Private Sector Development and Engagement Concepts and Practices would be beneficial.
- Work experience considered as an asset especially in business development data driven management in e-commerce solutions

[REFER A FRIEND](#) | [APPLY NOW](#)

If you are experiencing difficulties with online job applications, please contact erecruit.helpdesk@undp.org.