**Application for the IPC-IG Internship Programme 2017**

1. Name of applicant:

2. Identity card number or passport number, expiration date and present nationality:

3. Current physical address and telephone:

4. E-mail addresses:

5. Present university or institutional affiliation:

6. Area of study:

7. Academic degree expected:

|  |  |
| --- | --- |
| Bachelor  | \_\_\_\_\_\_ |
| Master’s | \_\_\_\_\_\_ |
| Ph.D. | \_\_\_\_\_\_ |
| Other (please specify) | \_\_\_\_\_\_ |

8. Expected date that the degree will be awarded (\_\_ \_\_/\_\_ \_\_/\_\_ \_\_ \_\_ \_\_):

 day month year

9. Select your preferred internship area:

1. **\_\_\_\_ Communications and Web Development:** Provide support to the IPC-IG’s Communications department and reinforce the communications activities of the socialprotection.org platform. Provide support to the Centre’s web development.
2. **\_\_\_\_ Translation and Publications**: Support the copyediting and translation of documents to meet the various demands of the IPC-IG’s Publications department.
3. **\_\_\_\_ Knowledge Management:** Support the dissemination of knowledge regarding the area of South-South cooperation and provide support to the Centre’s research on social protection policies and programmes. Provide assistance to the socialprotection.org platform.
4. **\_\_\_\_ Project Management and Operations:** Provide support to the management and design of the Centre’s projects, fundraising strategies and partnership initiatives.
5. **\_\_\_\_ Research on Social Protection:** Provide technical support to the Centre’s research on social protection and cash transfer programmes.
6. **\_\_\_\_ Research on Impact Evaluation:** Provide support to the Centre’s research on impact evaluation in social protection programmes.
7. **\_\_\_\_ Research on Population Studies:** Provide support to the Centre’s population studies, research on demographic scenarios and public policies.

Interns can be assigned to work on more than one area; their time can be shared between two teams.

10. Considering the 12-week Internship period, please indicate when you would be available to start the internship:

**- Starting date**: \_\_ \_\_/\_\_ \_\_/2017

 day month

11. References. Indicate at least one reference from your present university or institutional affiliation.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

12. Languages:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Fair** | **Good** | **Fluent** | **Native** |
| English |  |  |  |  |
| Spanish |  |  |  |  |
| Portuguese |  |  |  |  |
| French |  |  |  |  |
| Others (please specify)  |  |  |  |  |

13. Briefly explain your reasons for applying to the IPC-IG Internship Programme. Please include specific objectives and expected benefits of the internship.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

14. **Statement of understanding of the conditions of the Internship**

I understand that, should I be accepted as an intern by the IPC-IG/UNDP, the following conditions will apply:

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

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

c) **Medical Health and Life Coverage**: The IPC-IG/UNDP accepts no responsibility for costs arising from fatality, illness and/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 the necessary passport and visas as required. The UNDP will issue only a letter stating the 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 the IPC-IG/UNDP. No reports or papers may be published based on information obtained from the IPC-IG/UNDP without the explicit written authorisation of the Head of Bureau 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 and shall respect a break of 3 months to be hired in any position within the IPC-IG.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_