



Terms of Reference

Job title	Advocacy Intern (2 positions)
Level	Internship
Duty station	UNFPA Geneva Representation Office, Switzerland
Duration and time	6 months, 100%
Starting date	January 6th - June 6th, 2027
Deadline for Applications	October 21st, 2026 at 23.59 (CET)

Background

The Geneva Office of UNFPA maintains relations with the United Nations and other relevant agencies and organizations based in Geneva, Permanent Missions to the UN in Geneva, UN agencies, national and international NGOs, and other international organizations. It also maintains and strengthens relations with Switzerland and Swiss civil society as part of UNFPA's global advocacy efforts. The Office supports intergovernmental processes to advance global normative and policy frameworks on sexual and reproductive health and rights, gender equality, the empowerment of women and girls, youth, and older persons rights as well as broader population and development issues. Geneva Office also promotes the visibility of UNFPA's mandate and work, with a focus on showcasing our program activities and results at the regional and country levels.

Summary of Principal Functions

To take an active and supportive role in the advocacy efforts, communication strategy and human rights analysis of the UNFPA Office in Geneva.

Duties & Responsibilities

Under the direct supervision of the Senior Policy Adviser, the Interns will:

- Assist the Office with research into human rights issues, particularly in relation to gender equality and sexual and reproductive health and reproductive rights. Assignments may include policy, statistical, media, or legal research. Some of the topics will include maternal health, obstetric fistula, female genital mutilation, child marriage, diverse forms of violence against women (GBV), rights of older persons, youth, disability rights, etc.
- Follow and report back on developments in the Human Rights Council, the Universal Periodic Review and the World Health Assembly. Particular attention will be given to issues related to UNFPA's mandate in the areas of sexual and reproductive health and rights, gender equality, and the rights of specific population groups.
- Research, collect data and draft for background papers, briefing notes and presentations.
- Assist with the preparation and implementation of briefings, advocacy events and campaigns in Geneva, and special events in UNFPA's annual calendar.



- Support communications and social media activities and track media coverage of UNFPA sponsored events in Geneva.
- Support the Director and other staff members of the Geneva Office in their representation, liaison and coordination work with Geneva-based UN agencies, Permanent Missions to the UN in Geneva, and national and international NGO's.
- Cover meetings and events and prepare reports and notes of those events as requested by the supervisor.
- Other program and support tasks as required.

Please note that the above list of duties and responsibilities is not exhaustive and there might be other ad hoc tasks to perform, also depending on the candidate's motivation and initiatives.

Qualifications & Experience

Education

- Enrolled in an advanced degree program in law, social sciences, public health, demography, international relations, development, gender studies, communications or similar.
- Strong interest in and preferably experience in population and development, SRHR advocacy and /or gender equality. Interest in human rights and population and development issues is essential.
- Knowledge of/or experience in working with international human rights mechanisms will be an asset.

Knowledge and Experience

Proficiency in Microsoft Office; Knowledge of international human rights databases and repositories; Experience with the use of social media applications, video editing, and infographics design tools; Ability to work independently; Demonstrate integrity by modeling the UN values and ethical standards; Ability to work in close co-operation with other individuals from a variety of cultural backgrounds.

Languages

- Fluency in English with excellent oral and written communication skills.
- Fluency in French is highly desirable.
- Knowledge of other UN official languages is an asset.

Remuneration

UNFPA Interns receive an internship stipend in the amount of CHF 923 per month, subject to its conversion from US dollars.

Applications

Interested applicants are requested to complete the application form in full (in English):

<https://forms.gle/DAPVnNngVnkubdPd7>