**Application for the IPC-IG Internship Programme 2020**

1. Name:

2. Present nationality:

3. Current address:

4. E-mail addresses, skype and telephone:

5. Present (or last) university affiliation:

6. Area of study:

7. Academic degree expected or last awarded:

Bachelor

Master`s

Ph.D.

Other (please specify): \_\_\_\_\_\_\_\_

8. Expected date that the degree will be awarded or when the last degree was awarded:

(\_\_ \_\_/\_\_ \_\_ \_\_ \_\_)

month year

9. Select your preferred internship area(s):

1. **Communications:** Provide support to the IPC-IG’s communications department, including social media and events.
2. **Knowledge Management for the platform *socialproctetion.org*:** Provide support to the *socialprotection.org* online platform through systematisation, organisation, exchange and dissemination of knowledge regarding public policies in the areas of social protection and South-South cooperation.
3. **Programme and Operations:**Provide support in the internship programme, human resources, procurement, and project management tasks and activities.
4. **Research:** Provide technical support to the Centre’s research on social protection programmes, South-South Cooperation, demographic scenarios and public policies.

10. Please indicate when you would be available to **start** the internship:

**Earliest** possible starting date: \_\_ \_\_/\_\_ \_\_/2020

**Latest** possible starting date: \_\_ \_\_/\_\_ \_\_/2020

day month

11.Check your desired **internship duration**, accordingly to your availability and interest (can choose more than one):

12 weeks

24 weeks

Other (please specify): \_\_\_\_\_\_\_\_

12.Check your **weekly** availability hours (can choose more than one):

20 hours (Morning)

20 hours (Afternoon)

37,5 hours

13. Languages:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Basic** | **Intermediate** | **Advanced** | **Fluent** | **Native** |
| English |  |  |  |  |  |
| Spanish |  |  |  |  |  |
| Portuguese |  |  |  |  |  |
| French |  |  |  |  |  |
| Others (please specify) |  |  |  |  |  |

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

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

15. **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**: UNDP will not pay me for my internship but will provide a monthly stipend in accordance with the provisions of the UNDP Internship policy. The stipend is intended to help cover basic daily expenses, such as meals and transportation; all other expenses connected with it will be borne by me or my sponsoring Government or 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.

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.

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