

**Job Title: Summer Internship with UNCDF Youth Start Programme in Senegal – starting June 2019**

**Application Deadline:** April 01, 2019

**Location:** Dakar, Senegal

**Post Level:** Intern

**Type of Contract:** Internship

**Languages required:** English & French

**Starting Date:** June 2019

**Duration of Initial Contract:** Six months

## **1) GENERAL BACKGROUND**

The United Nations Capital Development Fund (UNCDF) is the UN's capital investment agency for the world's 47 least developed countries. With its capital mandate and instruments, UNCDF offers "last mile" finance models that unlock public and private financial resources, especially at the domestic level, to reduce poverty and support local economic development. In Bangladesh, UNCDF is supporting initiatives designed to unlock the flow of domestic and private sector capital to invest in infrastructure and service projects needed to accelerate local economic development and private sector development. By strengthening how finance works at the local level, UNCDF contributes to SDG 1 (no poverty), 5 (gender equality), 8 (decent work and economic growth), 11 (resilient cities), and 17 (unlocking public & private finance for the poor at the local level) on the means of implementation by identifying those market segments where innovative financing models can have transformational impact in helping reach the last mile and address exclusion and gender inequalities of access.

The youth employment crisis is a global development priority. In much of West Africa including countries like The Gambia, Guinea, Niger and Senegal, high youth unemployment, significant proportions of working poor in vulnerable employment, and economic disengagement run the risk of creating disaffection, driving migration, inciting social unrest, and slowing progress towards development goals.

There is an urgent need for a sustainable model to build youth resilience, in particular for young women, to successfully navigate school-to-work transitions, while adopting a capabilities approach to broaden youth employment opportunities. These approaches need to enhance youth engagement with their local economies and support their access to opportunities within their immediate financial ecosystem.



Since 2010 UNCDF has been actively working to increase youths' financial inclusion through piloting different approaches combining financial and non-financial services. To date, through YouthStart (YS), a regional pilot in Sub-Saharan Africa, granted access to savings accounts to over 856,00 young people (of which 47 percent are young women and girls), trained over 950,000 youth in financial education; and provided loans to almost 242,000 young entrepreneurs (54 percent young women). These young clients have accumulated over US\$23 million in savings while the outstanding loan portfolio to young entrepreneurs is US\$40 million. Based on the recommendations from the evaluation of YS, UNCDF is now bringing its expertise in youth finance together with digital financial services to other LDC's and deepening its intervention in the countries of the regional pilot. Information on UNCDF can be found at [www.uncdf.org/youthstart](http://www.uncdf.org/youthstart)

In addition to that UNCDF has been actively working on digital financial services (DFS) which could be one of the best delivery channels for financial services for the youth. Based on the recommendations from the evaluation of YS, UNCDF is now bringing its expertise in youth finance together with digital financial services to The Gambia, Guinea, Niger and Senegal.

The objective of the YouthStart Expansion (YS-E) Programme is to increase the proportion of youth who are in decent employment, education or training to support Sustainable Development Goals 1, 5 and 8. UNCDF has launched new programmes in The Gambia, Guinea, Niger and Senegal over the next 4 years and will increase access to finance for 120,000 youth with a focus on those most vulnerable (i.e. potential migrants, young women, youth living in rural areas, and poorest youth) to better manage school-to-work transitions and benefit from economic opportunities.

While UNCDF will bring its experience in youth and digital finance, the programme will partner with others to build employability skills for the youth. The programme will be part of a comprehensive intervention for youth economic empowerment (or school-to-work transition) in partnership with the EU partners that will carry out a multiprong approach to boost youth employability through a combination of cash-for-work schemes, entrepreneurship and technical training, youth engagement with private sector along with the youth financial inclusion component that will be led by UNCDF.

## **2) DUTIES AND RESPONSIBILITIES**

Under the supervision of the YouthStart Programme Manager the intern will assist the YouthStart team in undertaking the following tasks:

- Serve as the focal point of YouthStart's social media activities including maintaining social media presence, developing and sending out newsletters, responding to requests for information, and content management
- Create, curate, and manage all published content (images, video and written)
- Assisting with the implementation plans for YouthStart in all four (4) countries
- Provide logistical and organisational support for workshops, conferences, trainings, and knowledge workshops hosted by UNCDF in each country
- Assist in preparing information and research materials; create and maintain PowerPoint presentations
- Manage YSE knowledge sharing platforms, folders, and filing system
- Participate in partner meetings, develop key take-aways from meetings, and share with wider team
- Supporting the coordination of YSE with other UNCDF programmes and partners
- Support with administrative, logistical, promotional or communicational duties; and
- Provide support to other ad-hoc assignments directed by the supervisor

### 3) COMPETENCIES

- Demonstrated research and analytical capacity;
- Detail-oriented and excellent organizational, inter-personal, communication and administrative skill
- Proven ability to manage diverse and complex tasks, with tight deadlines;
- Able to take initiative and work independently, with minimum supervision;
- Able to work effectively in a team and in an international environment;
- Highest standards of integrity, discretion and loyalty;
- Commitment to UNCDFs vision, mission, and strategic goals

### 4) QUALIFICATIONS

Education: Enrolled in a masters programme in economic development, finance, communications, business or public administration, or related field, or have completed a masters degree in one of the above disciplines less than a year ago

Experience:

- Demonstrated experience, part or full-time, paid or volunteer in one or more of the following fields
- microfinance, inclusive finance, or related fields of finance,
- international development, mobile money or technology for development,
- research, advocacy, and policy development
- Experience in managing social media content for a non-profit, NGO, governmental or similar organizations
- Experience writing reports for dissemination (internal and/or external)
- International experience considered an asset
- MUST have experience in MicroSoft Suit particularly Word, Excel, and PowerPoint

Language

- Fluency in English along with excellent writing skills in English
- Fluency/proficiency in French a must

## 5. INTERNSHIP CONDITIONS & OTHER INFORMATION



### Work Arrangements

- The intern is expected to work full time in UNCDF Senegal Office;
- Work space will be provided, and the intern may **not** have access to office computer, but the intern is expected to bring and use her/his own computer.

### Internships Conditions:

- UNCDF Internship programme is governed by the UNDP Internship policy framework & rules;
- Interns are not financially remunerated by UNCDF. Costs and arrangements for travel, visas, accommodation and living expenses are the responsibility of the nominating institution, related institution or government, which may provide the required financial assistance to its students; or by the student, who will have to obtain financing for subsistence and make his/her own arrangements for travel, accommodation, etc.
- Interns must have a proof of medical and life/accident insurance, valid for the location in which the internship will be carried out and be able to provide insurance proof at the time of their selection in which the internship will be carried out;
- The purpose of the Internship Programme is not to lead to further employment with UNCDF but to complement an intern's studies; therefore, there should be no expectation of employment at the end of an internship.

### Application:

- In your application, please (i) state in one paragraph why you would like to be considered for the internship, and (ii) indicate your preferred start and end date, as well as your availability timeframe.
- Please submit your Resume/CV and an application using the UNCDF Internship Application form: <http://www.uncdf.org/download/file/127/2509/internshipdoc>
- Applications should include the application form and a resume. Applicants are welcome to submit any additional work samples or portfolios in one single file, preferably PDF;
- Please note that the UNDP jobsite system allows only one uploading of application document, so please make sure that you merge all your documents (CV/Resume, cover letter etc into a single file before uploading).

**Interested Candidates can apply at any time indicating the timeframe of their availability in the internship form. However, only those candidates selected for interviews/further assessment by hiring managers will be contacted.**

**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.**

**If you are experiencing difficulties with online job applications, please contact [jobs.help@undp.org](mailto:jobs.help@undp.org)**