

UNFPA Egypt Affirmative Internship Program 2025

Empowering Youth through Experience and Inclusion

Apply here: <https://forms.gle/KzV4VEni15EMRUax8>

Program Details:

- **Duration:** 6 months
- **Hours:** 4 hours/day, 5 days/week.
- **Guidance:** Interns receive direct supervision from UNFPA staff in addition to a performance evaluation report and a certificate at the end of the internship.
- **Flexibility:** Adaptable schedules to fit academic commitments. (morning shift from 9 am to 1 PM and/or afternoon shift from 12 noon to 4 PM), subject to coordination with the direct supervisor.
- **Inclusivity:** The program encourages refugees, PWDs to apply.

Financial and internship arrangements:

- Interns cover their accommodation, living, and travel expenses.
- Stipend: The monthly stipend for Cairo is EGP 2953.09 to be paid on a monthly basis.
- Work equipment will be provided for the internship for the duration of the internship.

Clusters and Internship Descriptions

1. Information and Communication Technology (ICT)

Job Description:

Interns in the ICT cluster will assist in supporting UNFPA's digital and technological operations to enhance organizational efficiency and communication. Learning Tasks:

- Assisting in the maintenance and troubleshooting of hardware, software, and network systems.

- Assisting in the organization of ICT inventory and ensuring compliance with UNFPA policies.
 - Assisting in data security initiatives and ensuring the integrity of systems.
 - Assist in the provision of user support and training to staff members on ICT systems and tools.
 - Assist in the provision of technical support in presentations & workshops.
 - Researching innovative technologies that can support UNFPA's programmatic goals.
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2. Operations

Job Description:

Operations interns will contribute to the smooth functioning of UNFPA Egypt's administrative and logistical processes. Learning includes:

- Assisting in the procurement processes, including vendor coordination and documentation review.
 - Assisting in event planning, logistics, and operational support for meetings, workshops, and missions.
 - Assisting in inventory management and asset tracking.
 - Assisting in administrative tasks, such as preparing reports and maintaining records.
 - Collaborating with the team to ensure compliance with UNFPA and UN administrative standards.
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3. Gender & Harmful Practices

Job Description:

Interns in the Gender cluster will assist in efforts to combat gender-based violence & Harmful Practices through program support and advocacy. Learning Tasks:

- Assisting in the implementation of GBV prevention and response programs interventions, including training workshops and community engagement activities.
 - Conducting desk research and compiling data on GBV/ HP trends, policies, and best practices.
 - Attend UNFPA - UN system webinars, extract relevant opportunities for cooperation and coordination with new partners
 - Assisting in the development of awareness-raising materials and tools.
 - Attend necessary meetings with partners such as line ministries, academia, universities and provide minutes, action points and support follow-up priorities by UNFPA
 - Assisting in supporting UNFPA's Calendar for International Days: design and implementation of campaigns and events, such as the 16 Days of Activism against Gender-Based Violence against women and girls, Women's Month and FGM calendar.
 - Assisting in the creation of advocacy and educational materials tailored to target audiences.
 - Contributing to the organization of community outreach and engagement initiatives.
 - Assisting in documenting success stories, challenges, and lessons learned from field activities.
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. Humanitarian Preparedness and Response

Job Description:

Interns in the Humanitarian Response team will assist in efforts to provide comprehensive RH and GBV prevention and response services for refugees, migrants, and asylum-seekers in Egypt. Learning tasks:

- Assisting in the provision of logistical and administrative support for UNFPA humanitarian interventions following UNFPA policies.
 - Participates in field visits if needed to assist in supporting the monitoring activities on implementing GBV and RH activities in the humanitarian context.
 - Assisting in the provision of administrative support in the development and production of training and capacity-building programs for service providers.
 - Assisting in the coordination of the GBV sub-working group, including preparing meeting minutes, following up on action points, managing the mailing list, and other technical and administrative support as needed.
 - Assisting in the implementation of inter-agency activities planned under the GBV sub-working group, including capacity-building sessions, community engagement activities, and other joint initiatives.
 - In collaboration with the UNFPA Communication team, assist in the contribution to developing advocacy and communication materials, including human interest stories, press releases, and other advocacy materials on humanitarian/emergency-related work.
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5. Youth and Adolescents

Job Description:

Interns in the Youth and Adolescents cluster will contribute to initiatives that empower young people and adolescents and enhance their access to opportunities. Learning Tasks:

- Assisting in planning and executing Youth/Adolescents-focused programs and workshops.
 - Assisting in the review of training materials on related topics.
 - Contribute to drafting ToRs for several programme related assignments
 - Assist in the logistical arrangements for activities implementation
 - Assisting in following up on the implementation process with different partners.
 - Assisting in the coordination with youth networks to amplify outreach and engagement.
 - Participating in the design and implementation of youth/Adolescents-driven campaigns and events.
 - Assisting in conducting desk research on youth/Adolescents trends, needs, and challenges to inform program strategies.
 - Assisting in the documentation of success stories to highlight the impact of youth/Adolescents engagement initiatives.
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6. Reproductive Health and Family Planning

- Assisting in the formulation and design of the Annual Work plan with the Ministry of Health and relevant partners.
- Follow up and ensure quality of program/project design incorporating lessons learned, newly developed policies, and best practices.
- Assist logistical arrangements for the implementation of project activities are carried out smoothly;
- Assist the coordination of the National partners in implementing project activities;
- Assist in drafting correspondences with National partners as needed;
- Follow up on issues arising from the implementation of project activities;
- Assist in organizing and coordinating technical and logistical arrangements for workshops and trainings;
- Conducting desk research and compiling data on RH/FP trends, policies, and best practices.
- Attend necessary meetings with partners such as MOHP, academia, etc, and provide minutes, action points, and support follow-up priorities by UNFPA
- Participates in field visits if needed to assist the monitoring the implementation
- Assist in documenting success stories, outcomes, and impact of reproductive health and family planning interventions and initiatives.

7. Population and Development

Job Description:

Interns in the Population and Development programme will assist the support of initiatives focused on leveraging population data and analysis to inform policies and programs to ensure that demographic opportunities benefit all segments of society. Learning tasks:

- Assisting in creating data visualizations (charts, infographics, dashboards) to effectively communicate programmatic insights and trends
- Assisting in the collection of population-related data from secondary sources to support integrated analysis of demographic challenges in Egypt.
- Assisting in drafting documents such as program reports and presentations
- Conducting desk research on population trends in Egypt to inform program strategies and advocacy efforts
- Contribute to the development of knowledge products, and media posts tailored to diverse audiences
- Assisting in communication and follow-up with national implementing partners (in Arabic) to facilitate collaboration and progress tracking.

8. Monitoring and Evaluation

- Assisting in gathering data from surveys, interviews, and other sources, and entering it into databases or spreadsheets.
- Assisting in validating data by checking for inconsistencies or errors, ensuring data quality and accuracy.
- Assisting in drafting monitoring and evaluation reports, including compiling findings, preparing charts or graphs, and summarizing key insights.
- Assisting to create and refine data collection tools, surveys, questionnaires, or reporting templates.
- Conduct research on best practices, methods, and tools in M&E to support the team's work.
- Assisting in monitoring progress against programme/project indicators and milestones, and assisting to update or maintain indicator tracking tables.
- Assisting in the provision of logistical or administrative support during field visits, including organizing meetings, taking notes, or helping with follow-up activities.
- Assisting with basic data analysis tasks, such as generating descriptive statistics or performing preliminary analysis using tools like Excel.
- Assisting the team by organizing supporting documents, ensuring they are filed properly, and keeping records up to date.
- Assisting with the collection, documentation, and dissemination of lessons learned and best practices from the M&E activities.

9. Communications

Job Description:

Interns will support UNFPA's mission by raising awareness about its work in reproductive health, gender equity, youth empowerment, and sustainable development.

- Assist in creating communication materials such as social media posts, blogs, press releases, and articles.
- Support social media management, including content creation and audience engagement monitoring.
- Help organize and promote events, workshops, and campaigns for effective outreach and visibility.
- Compile and analyze media coverage of UNFPA's programs, providing recommendations for improvement.
- Contribute to internal communications by drafting briefs, updates, and other materials.
- Participate in advocacy and outreach initiatives, including campaigns for International Days.
- Assist in creating and editing video content and designing graphics for digital platforms.
- Support research and analysis of trends, key issues, and audience preferences to improve communication strategies.

- Document success stories, challenges, and lessons learned from communication activities for future integration.
- Provide administrative support and coordination for field visits, media activities, and partner engagements as and when assigned.