



## Internship: Monitoring and Evaluation

<b>Job title:</b>	Monitoring and Evaluation
<b>Location:</b>	Harare, Zimbabwe
<b>Full/Part-time:</b>	Full-time
<b>Duration:</b>	6 months

### How you can make a difference:

UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled.

UNFPA's new Strategic Plan (2022-2025), focuses on three Transformative Results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices. In line with this, the ESAR has ending HIV transmissions as the fourth region specific Transformative Result.

The transformational journey mapped out in the Strategic Plan leads to 2030 and the achievement of universal access to sexual and reproductive health and reproductive rights. Emerging trends inform the plan, new and expanded priorities add to longstanding commitments, and "how we work" is changing.

In a world where fundamental human rights are at risk, we need principled and ethical staff, who embody these international norms and standards, and who will defend them courageously and with full conviction.

UNFPA is currently implementing the 8th Country Programme of Cooperation with the Government of Zimbabwe for the period 2022 to 2026. The 8th Country Programme was developed in line with national priorities as stated in the National Development Strategy 1 (2021-2025) and the UN Sustainable Development Cooperation Framework (2022-2026). It focuses on consolidating gains made, upscaling and accelerating efforts to improve the health and well-being of women and girls, young people, and the vulnerable and marginalised in Zimbabwe.

UNFPA is seeking candidates that transform, inspire and deliver high impact and sustained results; we need staff who are transparent, exceptional in how they manage the resources entrusted to them and, who commit to deliver excellence.

### The Position:

To support this important mission UNFPA is looking for a very highly motivated and creative intern to the Monitoring and Evaluation Unit of the UNFPA Zimbabwe Country Office. Under the direct supervision of the Monitoring and Evaluation Specialist, and in close collaboration with the Monitoring and Evaluation Programme Associate the intern will support the Zimbabwe Country Office in the areas of Monitoring and Evaluation including working with programme staff in the monitoring of UNFPA's work in Zimbabwe.



A work-plan with achievements for the duration of the Internship and learning opportunities will be agreed upon. Periodic progress meetings will lead to a beneficial environment for the Intern enhancing her/his skills and capacity in areas related to UNFPA's mandate and Monitoring and Evaluation.

**Job Purpose:**

The purpose of this role is to effectively ensure data quality through monitoring and tracking programme activities. The Intern will support the technical programme design and delivery, through provision of regular reports on the status of projects through monitoring milestones.

**Responsibilities:**

The M & E Intern will:

- Support preparation of quarterly, annual, UNSDCF and donor reports.
- Support managing databases on program/projects profiles.
- Support the process of collecting, systematizing and disseminating knowledge products.
- Scan newspapers for news articles that are of interest to UNFPA.
- Follow up on submission of Work Planning Reports from partners and ensure they are submitted on time.
- Support digitization of knowledge management for ongoing programmes, optimization of M&E data reporting, analysis and storage system.
- Support programme team on documentation, publishing and dissemination of good practices and lessons learned.
- Provide any administrative support on M&E activities.
- Carry out any other duties as may be required by UNFPA leadership.

**Skills**

- Good research, data collection and data analysis skills.
- Good report writing, communication and presentation skills.
- Strong interpersonal and organizational skills.
- Knowledge and ability to use Statistical and analytical packages, Excel, MS word

**Qualifications and Experience:**

Applicants to UNFPA's internship programme must at the time of application meet one of the following requirements:

- A. Be enrolled in a postgraduate degree programme (such as a master's programme, or higher) in Population studies, Economics, Public Health, Monitoring and Evaluation or related fields.
- B. Have recently graduated with a university degree in Population studies, Economics, Public Health, Monitoring and Evaluation or related fields and, if selected, must start the internship within one-year of graduation.



**Languages:**

Fluency in oral and written English is required. Working knowledge of another UN Official Language, an asset.

**How to apply:**

Interested candidates are required to send their application to [zimbabwe.office@unfpa.org](mailto:zimbabwe.office@unfpa.org)

This should include the following:

- A formal application/motivation letter
- For current students (a letter of attachment from your university or college)
- Copy of CV/resume

**DISCLAIMER:**

UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Fraudulent notices, letters or offers may be submitted to the UNFPA fraud hotline <http://www.unfpa.org/help/hotline.cfm>