



## INTERNSHIP GUIDELINES

### **UN-HABITAT Internships for Habitat Partner University Initiative Institutional partners**

The duration of a UNON internship is 3-6 months and targets undergraduate or graduate students currently enrolled in a university program. The internship is unpaid, but includes a small stipend of 400KsH per working day, paid after each completed month.

An internship offers valuable insight into the work of UN-HABITAT, and is an opportunity for the student to learn more on both the current situation and practical mechanisms regarding sustainable urban development.

### **Procedure**

1. Institutional members indicate to the HPUI Office ([hpui@unhabitat.org](mailto:hpui@unhabitat.org)) their willingness to send an intern.
2. Habitat partner University Initiative liaises within the UN-Habitat offices to provide an initial Terms of Reference to serve as the basis for the institutional member's internal selection process.
3. Institutional members pre-select five intern candidates.
4. The five candidates complete the online application procedure at [www.unon.org](http://www.unon.org), there selecting 'internship' at the bottom of the screen, finding a menu of information about internships as well as a link to 'application'. The candidates will need to attach documentation that they are currently enrolled at a university.
5. Institutional members present their shortlist of interns to the HPUI Office
6. HPUI Office presents the applications to substantive offices based on his/her skill set in relation to the Terms of Reference.
7. The decision is announced to the institutional member and to the internal UN-Habitat internship office
8. The subsequent process is handled by the internship office. Practical details such as accommodation advice are provided upon request to the HPUI Office by the selected intern.

*For queries please contact the HPUI Office at [hpui@unhabitat.org](mailto:hpui@unhabitat.org)*