

**Terms of Reference**  
**Internship (Project -Trafficking in Persons)**  
**UNODC Project Office, Bhutan**

The United Nations Office on Drugs and Crime is the main UN agency in the fight against illicit drugs, crime, corruption and terrorism in line with UN Conventions and Universal Instruments.

The UNODC Regional Office for South Asia is located in New Delhi (India) and covers six countries of the region: Bangladesh, **Bhutan**, India, Maldives, Nepal and Sri Lanka. Its Regional Programme for South Asia has five sub-programmes relating to (1) countering transnational organized crime, (2) countering corruption, (3) terrorism prevention, (4) promoting efficient, fair and humane justice systems and (5) drug use prevention and treatment and HIV.

UNODC's Project Office in Bhutan is implementing a project on Human Trafficking. For support in implementation of its activities, UNODC ROSA seeks to hire an Intern for a maximum period of three months, in its Project Office in Bhutan. The intern will be working at the UNODC Project Office in Bhutan.

**Duties and Responsibilities**

The intern will:

1. Under the direct supervision of the Project Coordinator, work closely with the Project Assistant to submit forms and processes related to official travels completed by the team and participants of UNODC activities.
2. Assist the project team in maintaining contacts with the key stakeholders.
3. Communicate with the relevant stakeholders for organizing meeting/workshops/training/consultations;
4. Assist in preparing presentations and reports
5. Perform other duties as required.

**Competencies**

- Excellent IT skills
- Good command of the MS Office Package
- Strong organizational skills and the ability to multitask
- Responsible, responsive, and enthusiastic
- Interest in global issues and the United Nations.

**Education:**

- Graduation from any of these fields- Commerce, Finance/Accounts, Social Science, Development Studies, Public Administration, Political Science, Conflict Studies, or a similar field.

**Language:**

- Fluency in speaking as well as in writing skills in English and Dzongkha.

**General Conditions:**

- Applicants must have completed graduate studies.
- Applicants must be available for a minimum duration of two months.
- United Nations interns are not paid and there is no travel envisaged.
- Interns are responsible for costs arising from accidents and/or illness incurred during the internship.
- Interns are not staff members and may not represent UNODC in any official capacity.

**Application Instruction:**

- Interested candidates are requested to send their CV along with a motivation letter (not more than 400 words) addressed to Ms. Tandin Wangmo, National Project Coordinator, UNODC Project Office, Bhutan. email: [tandin.wangmo@un.org](mailto:tandin.wangmo@un.org) by 10 March 2023.