**FELLOWSHIP TERMS oF reference**

**I. Identification of the post**

Title: Fellow

Sector of assignment:

Organizational unit:

Country and Duty Station:

Fellowship duration: XX months

Supervisor’s name:

Supervisor’s title:

**II. CORPORATE BACKGROUND:**

UNDP works in about 170 countries and territories, helping to eradicate poverty, reduce inequalities and exclusion, and build resilience so countries can sustain progress. As the UN’s development agency, UNDP plays a critical role in helping countries achieve the Sustainable Development Goals.

**III. FELLOWSHIP OFFICE BACKGROUND:**

**III. DUTIES:**

The Fellow will assist in the following duties and responsibilities:

|  |  |  |
| --- | --- | --- |
| **No** | **Duties and responsibilities** | **% of time** |
| 1 | **XX** | **%** |
| 2 | **XX** | **%** |
| 3 | **Other:**   * Support other/ad hoc activities as seen relevant and needed. | **%** |

**IV. REQUIREMENTS AND QUALIFICATIONS**

**Education:**

Candidates must meet one of the following educational requirements:

* XXX;
* XXX

**IT skills:**

* Knowledge and a proficient user of Microsoft Office productivity tools;

**Language skills:**

* XX is required;
* Knowledge of XX is an advantage.

**Other competencies and attitude:**

* Interest and motivation in working in an international organization;
* Good analytical skills in gathering and consolidating data and research for practical implementation;
* Outgoing and initiative-taking person with a goal-oriented mind-set;
* Communicates effectively when working in teams and independently;
* Good in organizing and structuring various tasks and responsibilities;
* Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
* Responds positively to feedback and differing points of view;
* Consistently approaches work with energy and a positive, constructive attitude.