



Gender & Health Hub Internship

Terms of Reference

About UNU-IIGH

UNU International Institute for Global Health (UNU-IIGH), Kuala Lumpur, Malaysia is the designated UN think tank on global health, serving as a policy translation hub for UN member states, agencies and programmes.

The Institute generates policy-relevant analysis by applying a gender lens to inform the development, implementation, and evaluation of health programmes. UNU-IIGH also supports capacity development of local decision-makers and stakeholders to engage effectively with global health challenges within the 2030 Agenda for Sustainable Development.

About the Gender & Health Hub

Coordinated by UNU-IIGH, the [Gender & Health Hub](#) is a platform that brings together global experts, practitioners and thought leaders in gender and health from the UN, global health organisations, academia, governments, and civil society with a timebound mandate to:

- Define the most pressing policy questions that, if answered, can catalyse action towards Agenda 2030.
- Prioritise, guide, conduct and interpret research and analyses on what works and does not work in gender and health.
- Communicate and apply generated learning and evidence to accelerate action and impact.

The Hub also aims to support the efforts of the 12 global health organisations coordinating their policies and programmes to promote gender equality through the [Global Action Plan on Healthy Lives and Well-being for All](#) (SDG3 GAP).

Purpose

The purpose of the Gender & Health Hub Internship Programme is to:

- Introduce interns to working in the designated UN think tank on global health.
- Provide opportunities for in-depth, hands-on experience in managing a project.
- Promote interaction and dialogue between young scholars, professionals, and UNU-IIGH academics and staff.
- Familiarise interns with the mission and current activities of UNU and UNU-IIGH.
- Enable contributions to the research and operational activities within UNU-IIGH.

Responsibilities

1. Database management

- Identify potential stakeholders and build on the existing database.



2. Social media management

- Support the process of ideating, creating, and posting content on Twitter and LinkedIn.

3. Support the coordination of workshops and meetings

- Creating event collaterals (flyers, brochures, speaker tiles).
- Assist in registration and attendees management.
- Support in organizing and executing virtual/hybrid meetings and workshop.
- Compile post-event analytics that will feed in the event report.

4. Provide documentation support

5. Other responsibilities as assigned

Required qualifications and experience

- Currently enrolled in or have recently completed bachelor's degree or postgraduate coursework or a research programme in global or public health, gender studies, business administration, international development, social science, or a related field.
- Evidence of excellent communications and organizational skills, including notetaking and scheduling.
- Fluent in written and spoken English at advanced and technical levels; possess research, literature searching, writing, and analytical skills.
- Have good interpersonal skills and are comfortable in establishing and maintaining effective working relations with people from diverse cultural and linguistic backgrounds.
- Proficient in standard ICT skills i.e., Internet use, Microsoft Office suite of programs (MS Word, Excel, PowerPoint, Access, Publisher) and InDesign.
- Willingness to learn on the job with sufficient supervision and guidance.

Desirable:

- Experience in designing social media and event collateral (flyers, brochures, tiles) preferably on but not limited to Canva.
- Experience in hosting or organizing virtual convenings on the Zoom platform.

Duration and working condition

The usual duration of internships is 3 months, with the possibility of extension for up to a total of 6 months. Interns are expected to work full time (8 hours a day) from Monday to Friday. Due to travel restrictions caused by the Covid-19 pandemic, interns, like all UNU-IIGH staff, will work virtually.

Internship application



Applications will be accepted without a fixed closing date, but UNU-IIGH reserves the right to screen candidates for eligibility (outlined above).

Interested applicants are required to submit the following to genderhealthhub@unu.edu:

1. An **original cover letter** tailored to the internship call that outlines:
 - Your reasons and motivations for applying.
 - Your skills and experience outlining your suitability.
2. Learning or outcomes proposed for the internship programme.
3. Updated **resume**, with contact details, academic record, publications, and past work experiences (if any).
4. Completed UNU-IIGH [internship application form](#).