



WHO internships are not paid. Travel costs, travel arrangements, including visas, and living accommodation are the responsibility of the intern or their sponsoring institution.

### **Employment**

Interns shall not take up any form of contractual arrangement with the Organization as a staff member or no-staff member for a period of three months following the end of the internship. Any employment with WHO shall be subject to established recruitment and selection procedures.

### **Agreements**

WHO does not agree to execute any agreement proposed or required by a sponsor, university or equivalent institution. By signing the Official Letter of Internship, interns confirm that they or their sponsor (university, institute, etc.) will meet all expenses for travel and subsistence and that they have adequate health insurance coverage, which includes coverage for the country of the assignment.

However, a certificate of attendance from the Organization and/or letter of recommendation from the WHO staff member who supervised the intern can be provided.

### **Termination**

Either the Organization or the intern may end the internship before its completion, normally with one week's notice.

When offering an internship, the receiving programme agrees to:

- Ensure that an intern's assignment is related to his/her field of study, meaningful for both the programme and the intern, and at the appropriate level of complexity and variety;
- Provide a description of the assignment to be undertaken specifying objectives and tasks (i.e. terms of reference);
- Review progress regularly and provide adequate feedback and coaching/mentoring during the internship;
- Provide office accommodation and related support facilities to enable the intern to undertake the assignment; and
- At the end of the internship, prepare a written evaluation of the intern's performance and provide the intern with feedback.

### **Official travel**

While official travel is not encouraged, interns may exceptionally be required to travel to accompany a staff member on official travel to locations with a security rating no higher than Phase I. In such cases, the technical unit must ensure appropriate administrative action is taken to facilitate the official travel of the intern for the period concerned and also ensure that the intern provides adequate health insurance coverage for the country of destination.

### **Security clearance**

The technical unit is requested to issue security clearance for all interns, whether national or international. International interns staying on for more than three months will have a security briefing with the UNDP Security Officer.

When accepting an internship, interns agree to provide the following documents:

- Most recent detailed CV (including contact number, valid e-mail, education and experience)
- Copy of ID and valid passport
- Copy of university/institute credentials
- Proof of health care coverage.

When accepting an internship, interns agree to the following conditions:

- Conduct themselves at all times in accordance with the standards of conduct expected of a person working in an international environment in a specialized agency of the United Nations system;
- Refrain from any conduct that would adversely reflect on WHO or on the receiving department and not engage in any activity which is incompatible with the aims and objectives of the Organization;
- Provide the receiving programme with a copy of all materials prepared during the internship. Interns may not disclose or make use of any unpublished or confidential information that comes to their knowledge in the course of their internship. The provisions relating to texts prepared for publication apply also to interns; and
- Submit a written report on the work they have undertaken during their assignment at the end of the internship to be reviewed by the supervisor and other interested parties.
- Submit a certificate of basic and advanced security tests, which they will take at the beginning of their internship.

Tuesday 21st of May 2024 10:32:43 AM