

## Position Description

**Title:** Intern – Policy and Advocacy

**Supervisor:** Senior Technical Lead – Advocacy, Accountability and Partnerships

**Department:** Family Planning 2030 (FP2030)

**Employment Status:** Part-Time

### Position Overview

FP2030 is a global partnership of governments, civil society, multilateral organizations, donors, private sector partners, and researchers committed to supporting people's right to voluntary, quality contraception. Our vision is a future where everyone, everywhere has the freedom and ability to lead healthy lives, make their own informed decisions about using contraception and having children, and participate as equals in society and its development.

FP2030 Asia and the Pacific hub is based in Kuala Lumpur, Malaysia hosted by IPPF ESEAOR office.

The Advocacy Intern will support the FP2030 AP hub's Advocacy, Accountability and Partnership work with a variety of aspects including supporting national and regional policy and advocacy work.

### Essential Functions

The Advocacy intern will primarily support the Advocacy, Accountability and Partnerships (AAP) team with potential to support other portfolios based on interest and capacity.

- Assist the AAP portfolio in tracking current events and updates in the Asia and the Pacific region related to global health, development, family planning, or sexual and reproductive health
- Assist the AAP portfolio in conducting research and writing to contribute to various concept papers, and advocacy and policy papers developed by the FP2030 AP hub
- Support the AAP team with the Non-Governmental Actor (NGA) Commitment Making Process.
- Support the AAP team in resource mobilization efforts including organizing a donor/partner meeting
- Maintain an updated data base of FP related policy and major program changes in FP2030 commitment making countries
- Provide logistical support for FP2030 AP hub's webinars and other meetings.
- Support the AAP portfolio during internal and external meetings with detailed notetaking and action items.
- Update and maintain knowledge management aspects of the AAP portfolio including the Faith and FP portal and accountability portal
- Other duties as assigned.

**Timeline**

Internship program is for a period of 6 months from the first day of work. Interns are expected to work 24 hours per week from Mondays – Fridays, based on your availability. This internship can be either performed remotely and/or in office (only if the intern is based in Kuala Lumpur, Malaysia)

**Compensation**

FP2030 will pay a stipend of MYR 2,000/= per month to the intern.

If travel is required to facilitate the workshops or execute any agreed upon deliverables, travel logistics and costs will be organized by FP2030 separate from the stipend.

**Selection Criteria**

- Candidate must be enrolled in a relevant degree-granting program during the internship or must be a recent graduate (within 8 months of graduation) of a college or university.
- Passion for sexual and reproductive health and rights, especially for family planning, and/or international development.
- Ability to work under pressure and handle stress.
- Ability to meet regular attendance/tardiness policy.
- Must have a personal laptop computer and access to the Internet.
- Ability to manage multiple tasks.
- Strong organizational, writing, and communication skills.
- Ability to take initiative and be a self-starter.
- Background in international development/global health/communications/journalism preferred.
- Must be based in Asia and the Pacific region.
- Must be available to work a maximum of 24 hours per week.

**Expression of Interest**

Applicants interested in this role with a demonstrable experience in outlined skill set, should provide:

- A CV describing relevant experience for this role including examples of previous work in relation to the TOR
- A one-page long cover letter expressing interest to perform the above duties
- A sample write-up done recently for an academic or a professional purpose (not more than two pages long)