



Terms of Reference Intern, Population Dynamics and Data Latin America and the Caribbean Regional Office (LACRO)

Job title:	Intern
Location:	UNFPA LACRO, Panama City, Panama
Level of engagement:	Full-time or part-time 50 % (To be agreed)
Work modality:	Remote or in person (depending on whether the candidate is based in Panama)
Duration:	24 weeks

The Position:

Under the direct supervision of the Regional Adviser on Population and Development at the UNFPA Latin America and the Caribbean Regional Office (LACRO), the intern will provide support in the areas of **population dynamics and data analysis**, particularly through data processing, thematic research, and the development of knowledge products.

A work plan with clear deliverables and learning objectives will be agreed upon at the outset. Periodic check-ins will support a meaningful learning experience and professional development in areas relevant to UNFPA's mandate.

About UNFPA and How You Can Make a Difference:

UNFPA is the lead United Nations agency for delivering a world where every pregnancy is wanted, every childbirth is safe, and every young person's potential is fulfilled. UNFPA's Strategic Plan (2022–2025) focuses on achieving three transformative results:

- End preventable maternal deaths
- End unmet need for family planning
- End gender-based violence and harmful practices

UNFPA supports countries in accelerating progress toward the realization of the ICPD Programme of Action and the 2030 Agenda for Sustainable Development. In doing so, UNFPA calls on Member States, partners, and individuals to “build forward better,” addressing the gendered and demographic impacts of the COVID-19 pandemic and advancing rights-based development.

UNFPA seeks interns who are proactive, committed to excellence, and ready to contribute to delivering high-impact and inclusive development results.

Duties and Responsibilities

The intern will support the Population and Development team in the following areas:

- Assist in collecting, organizing, and reviewing population-related data from censuses, surveys, and administrative records.
- Support data processing, cleaning, and standardization for internal analysis, including preparing statistical tables and summary outputs.
- Contribute to technical inputs for thematic reports, briefs, and publications by compiling indicators and performing cross-tabulations.
- Support the development of visual data outputs (e.g., charts, dashboards, infographics) for internal planning and advocacy efforts.
- Assist in drafting technical presentations, briefing notes, and annexes for regional meetings and events.
- Produce a final internship report documenting methodologies, key outputs, and lessons learned.

Qualifying for an Internship

All interns must meet the following educational and other eligibility requirements:

Educational requirements

- Be enrolled in an undergraduate (bachelor's or equivalent) program and have completed at least one academic year;
- Be enrolled in a postgraduate (master's or PhD) program;
- Have recently graduated from a university program and begin the internship within one year of graduation;
- Be enrolled in a postgraduate professional training program and undertake the internship as part of this program.
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Other eligibility requirements

- Demonstrated interest in development, population studies, or data analysis
- Proficiency in at least one working language of the UN (English or French) and fluency in the official language of the duty station (Spanish)
- Ability to adapt to multicultural environments and work with individuals from diverse backgrounds

Qualifications and Skills

- Enrollment in or graduation from a program in statistics, demography, economics, data science, social sciences, or a related field
- Strong command of Spanish (written and spoken); English proficiency is an asset
- Basic experience or interest in statistical and data visualization tools (e.g., Excel, R, Stata, Power BI, Tableau)
- Excellent analytical, organizational, and writing skills
- Demonstrated initiative and ability to work independently and collaboratively

Learning Elements:

Learning Opportunities

By the end of the internship, the intern will have:

- Gained exposure to UNFPA's mandate, programmes, and governance mechanisms
- Enhanced skills in demographic data processing and analysis
- Developed knowledge of regional population trends and challenges
- Learned how to apply statistical tools to real-world development issues
- Strengthened professional writing and technical communication skills
- Built connections within the UN system and experience working in a multicultural setting

Financial Aspects:

Interns do not receive a salary or any other form of remuneration from UNFPA. The costs associated with an intern's participation in the programme must be assumed either by the nominating institution, which may provide the required financial assistance to its students, or by the students themselves, who will have to meet living expenses as well as make their own arrangements for accommodation, travel and other requirements. However, they receive a stipend to help cover basic daily expenses related to the internship, if not financially supported by any institution or programme, such as a university, government, foundation, or scholarship programme. The stipend is based on the intern's agreed place of work, which may be different from the duty station of the hiring office in cases of remote arrangements.

In addition, applicants must have medical insurance for the duration of the internship. Proof of insurance will need to be submitted before the internship begins. UNFPA does not provide medical insurance for interns.

UNFPA Work Environment:

UNFPA provides a work environment that reflects the values of gender equality, diversity, integrity and healthy work-life balance. We are committed to ensuring gender parity in the organization and therefore encourage women to apply. Individuals from the LGBTQIA+ community, minority ethnic groups, indigenous populations, persons with disabilities, and other underrepresented groups are highly encouraged to apply. UNFPA promotes equal opportunities in terms of appointment, training, compensation and selection for all regardless of personal characteristics and dimensions of diversity. Diversity, Equity and Inclusion is at the heart of UNFPA's workforce - click [here](#) to learn more.

Disclaimer:

UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process and does not concern itself with information on applicants' bank accounts.

How to Apply

[Option 1] : Interested candidates please apply to the following web page:

<https://www.unfpa.org/jobs/global-internship-roster-0>

[Option 2]: Please email your applications to juran@unfpa.org with copy to cramirez@unfpa.org

Due to the volume of applications received, only shortlisted candidates will be contacted for an interview.