

Terms of Reference

Title: Polio eradication department internships

Please apply through the [WHO internships page](#) and indicate your area of interest as: “Health, medicine & science#Epidemic-prone diseases#Polio”.

Note that the duration of the internship is between six to twenty four weeks. WHO internships are not paid and all costs of travel and accommodation are the responsibility of the intern candidate. WHO will provide daily vouchers to support some of the lunch expenses.

1. Background and objectives of the programme

WHO is the directing and coordinating authority on international health within the United Nations’ system. WHO has 194 Member States and more than 7000 people working in 150 country offices, in 6 regional offices and at headquarter in Geneva. WHO offers internships globally in our country and regional offices, as well as at headquarters.

The internships will be working with staff within the Polio Eradication Department. The main objective of the Department is to eradicate poliomyelitis due to wild or vaccine-derived poliovirus, to complete the interruption of wild poliovirus transmission globally, and to rapidly detect and interrupt any new outbreaks due to wild or vaccine-derived polioviruses.

2. Description of duties

Four intern profiles are open: external relations, information systems, data management and outbreak response.

1. External Relations Intern

- Support production of materials
- Gather intelligence for donor reports, interviews and email requests
- Update Global Polio Eradication Initiative (GPEI) website content
- Manage photo database
- Create bank of infographics
- Support History of GPEI project
- Consolidate mailing lists
- Document all publications by WHO/polio authors

2. Polio Information Systems Intern (10-12 weeks)

- Record and write the polio information management system Standard Operating Procedures
- Develop a user training for the polio information management system which may include the already developed how-to-videos
- Provide input and support the development of the annual information system work plan
- Provide support to the website developers on data visualization and dynamic mapping
- Undertake any other tasks assigned by the Supervisor

3. Polio Data Management Intern (10-12 weeks)

- Develop field guidelines for electronic data collection methods
- Ensure accurate and consistent inputting of data received into the database, including but not limited to Environmental Surveillance data
- Perform data analysis and produce reports in various formats including graphs, charts etc. as required
- Provide technical support to align indicators used for surveillance and monitoring
- Undertake any other tasks assigned by the Supervisor

4. Polio Outbreak Response Team Intern

- Follow up on reports of consultants in assigned priority polio outbreak countries and flag main issues and action for follow up; provide quarterly analysis and reports of the data collected
- Support information management and logistics of WHO consultation meetings held following notification of events/ outbreaks.
- With other members of the Outbreak team, write minutes and action points of relevant advisory group
- Participate in team meetings as required and prepare minutes from each of the meetings and circulate for comments
- Any other task as assigned by the Supervisor

3. Learning objectives

Upon completion of the internship assignment, the intern will:

- Understand the objectives of the programme / area of work
- Communicate clearly about the programme / area of work
- Understand the different kinds of work between headquarters, regional offices and country offices
- Know how to conduct and review surveys
- Know how to assemble data and prepare an comprehensive analysis
- Have experience preparing background documents for meetings

- Have experience preparing a project plan for an event
- Have experience developing document outlines

4. Required Qualifications

Education:

- The intern will have completed three years of full-time studies (at bachelor's level or equivalent) at a university or equivalent institution prior to commencing the assignment; AND be enrolled in a course of study at a university or equivalent institution leading to a formal qualification (applicants who have already graduated may also qualify for consideration provided that they start the internship within six months after completion of their formal qualification).

Skills and Competencies:

- Team work
- Respecting and promoting individual and cultural difference
- Communication

All interns should be able to demonstrate the following skills in line with the WHO core competencies:

- Communicating effectively orally and in writing
- Showing willingness to learn from mistakes
- Producing and delivering quality results
- Working collaboratively with team members

In addition, interns need to be familiar with commonly used computer programmes, such as Word, Excel, PowerPoint. Knowledge of specialized computer programmes, for example, statistical software such as XLStat may be an advantage.

Experience

Depending on the area of interest, the below experience may be needed and/or would be an advantage.

- Experience in research and/or in drafting reports
- Experience in the subject area through academic work or research
- Field and/or developing country experience
- Experience with data analysis, statistical packages and interest in the design of graphical display and analysis of health information in an international comparative perspective, such as for health system performance assessment
- More specific experience such as specialized computer programmes

Language Skills

- Fluency (reading, writing and speaking) in English
- French is an asset