

## UNFPA

Policies and Procedures Manual

Policy and Procedures for UNFPA Student Job Shadowing Programme

Human Resources

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| Policy Title            | Policy and Procedures for UNFPA Student Job Shadowing Programme  |
| Document identifier     | PPM/SJSP/2024  |
| Previous title (if any) |  |
| Policy objective        | The objective of this policy is to offer opportunities to young people looking to learn about UNFPA's programmes, culture and working environment. |
| Target audience         | All UNFPA personnel  |
| Risk control matrix     | <a href="#">Risk Control Matrix</a>  |
| Checklist               | N/A  |
| Effective date          | 12 December 2024   |
| Revision History        | Issued: 12 December 2024   |
| Mandatory review date   | 12 December 2027   |
| Policy owner unit       | Division for Human Resources   |
| Approval                | <a href="#">Link to signed approval template</a>   |

Effective date of policy: 12 December 2024

## UNFPA Student Job Shadowing Programme

### I. Purpose

1. The purpose of this policy is to establish a UNFPA student job shadowing programme (hereinafter referred to as ‘the SJSP’) that offers opportunities to young people who wish to learn about the organization’s objectives, programmes, culture, and working environment.
2. UNFPA seeks to support youth leadership and build upon the United Nations Youth Strategy.<sup>1</sup> The SJSP provides students or recent secondary school graduates an opportunity to spend a limited time with the organization to learn directly about work and the working environment by observing and learning.
3. Job shadowing fosters partnerships among students, schools, and the organization. By supporting the SJSP, schools will have an opportunity to teach positive attitudes such as attendance, punctuality, professionalism, teamwork, diversity, inclusion, integrity and ethics. UNFPA will enjoy improved visibility in the community by being seen as a caring partner in the education process and youth development.

### II. Policy

4. This policy outlines UNFPA’s SJSP, identifies control actions to mitigate potential risks related to the job shadowing assignment and establishes the following:
  - a. Eligibility;
  - b. Duration;
  - c. Student job shadowing assignments;
  - d. Application and selection;
  - e. Status of students on job shadowing assignment;
  - f. Medical insurance coverage;
  - g. Liability and third-party claims.

### Eligibility

5. The SJSP is open to applicants who meet the following criteria:
  - a. are either in their last year of secondary school/high school or graduated from secondary school/high school within the last 12 months,
  - b. are at least 17 years of age<sup>2</sup>, and

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<sup>1</sup> The Secretary General and Youth, [Youth2030: The United Nations Youth Strategy](#).

<sup>2</sup> Participants that are 17 years of age are required to submit a completed “Consent and Release” form ([Annex II](#)).

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- c. have a good working knowledge of English and/or fluency in the official language (Arabic, Chinese, English, French, Russian or Spanish) of the UNFPA office, as determined by the head of unit or designated focal point.
6. Children or relatives of current UNFPA personnel may participate in the SJSP as long as they are not shadowing their parent or relative.

### Duration

7. The duration of the student job shadowing assignment is limited by design to offer a snapshot of a UNFPA workplace. It should be for a minimum of two working days and normally not exceed a maximum of five working days.
8. A student job shadowing assignment may be on a full-time or part-time<sup>3</sup> basis in accordance with the working hours<sup>4</sup> established by the hosting UNFPA office.
9. Student job shadowing assignments can take place at any time during the year provided the student obtains permission from their school for the time of their absence, if the assignment is scheduled while school is in session.

### Student Job Shadowing Assignments

10. Student job shadowing assignments are available at all UNFPA offices except those designated as 'non-family' for security reasons. In general, job shadowing will take place in an office setting. Site visits such as to camps will only be allowed if the security risk assessment as conducted by the UNDSS official of the country permits it.
11. Student job shadowing involves following a UNFPA staff member (not affiliate personnel) as they go about their workday, so that the student may be able to witness a variety of tasks and learn about the skills required for the job. A typical day may include attending meetings, interacting, and speaking with other personnel, asking questions about the organization and the required education and training for a particular career path. Student job shadowing mostly involves listening and observing. For a sample of a typical student job shadowing assignment, refer to [Annex I](#).
12. UNFPA will provide persons with disabilities with reasonable accommodation to ensure they have the opportunity to participate in the SJSP.

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<sup>3</sup> Part-time implies 50% of the working hours in a day.

<sup>4</sup> [UNFPA Policy on Hours of Work](#).

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13. The UNFPA head of unit<sup>5</sup> shall assign a staff member to be the focal point to coordinate the SJSP.

### **Application and Selection**

14. Applicants must complete an Expression of Interest Form (EIF) ([Annex III](#)).
15. The head of unit or the designated focal point may proactively partner with secondary schools/high schools to promote the SJSP, including outreach to individuals from minority ethnic groups, indigenous populations, persons with disabilities, the LGBTQIA+ community, and other underrepresented groups.
16. The designated focal point may:
- a. advertise student job shadowing opportunities on the UNFPA website for a minimum period of two weeks, in which case applicants may forward the EIF directly to the office that conducted the outreach efforts, or
  - b. accept applications without advertising an assignment.
    - i. Applicants should visit [www.unfpa.org/worldwide](http://www.unfpa.org/worldwide) to access the website specific to each UNFPA office.
    - ii. They can submit a query via the “Contact” feature, to ask for the email address of the SJSP designated focal point.
    - iii. Applicants can complete the EIF and submit it to the SJSP designated focal point for consideration of a student job shadowing assignment.
17. The designated focal point is responsible for vetting candidates in line with the procedures noted in paragraph 28.
18. The supervising UNFPA staff member, in coordination with the designated focal point will select the applicant for the appropriate job shadowing assignment. The head of unit should ensure diversity in the selected applicants. The supervising UNFPA staff member, subject to the approval of the head of unit, will contact the applicant to reach agreement regarding the details of the job shadowing assignment, including starting date and time, length of the assignment and any scheduled briefings and training. Any form of discrimination based on sex, gender identity, ethnicity, age or other personal characteristics will not be tolerated.
19. Selected applicants must sign an SJSP Agreement Form ([Annex IV](#)).

### **Status of Students on Job Shadowing Assignment**

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<sup>5</sup> Head of unit refers to the representative, division director, regional or sub regional director, country representative or director, or head of office in countries without a UNFPA representative. This task can be undertaken by the delegated officer as appropriate.

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20. Job shadowing opportunities differ from an internship in that they are short term, the applicant will not perform any work tasks, they are not considered work experience, and offer no financial compensation.
21. Selected applicants:
  - a. Do not enjoy the privileges and immunities accorded to the United Nations and its officials or experts on mission.
  - b. Are expected to adhere to security rules and procedures.
  - c. May not communicate at any time to the media or to any institution, person, government, or any external source any information which has become known to them by reason of their association with UNFPA.
  - d. Must refrain from any conduct that would adversely reflect on UNFPA or the United Nations and must not engage in any activity which is incompatible with the aims and objectives of the United Nations.

### **Medical Insurance Coverage**

22. Selected applicants are personally responsible for and must provide proof of adequate medical insurance, which must be maintained during the student job shadowing assignment.

### **Liability and Third-party Claims**

23. UNFPA is not responsible for any illness, injury, accident, or death incurred during or in connection with the student job shadowing assignment.
24. UNFPA is not responsible for any claims by any parties where the loss of or damage to their property, death or personal injury was caused by the actions or omission of action by the student during the student job shadowing assignment.

### **III. Procedures**

25. For the New York office, the Division for Human Resources shall:
  - a. Provide awareness of the SJSP in the New York metropolitan area;
  - b. Ensure a diverse cohort of applicants, outreach should take place at a wide range of school fairs and United Nations events.

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26. For all other offices, the head of unit conducts outreach to promote the SJSP in the local communities, schools, and other appropriate venues, or assigns this task to the designated focal point, and ensures all procedures of the SJSP are followed.
  27. The designated focal point advertises any job shadowing opportunities on the UNFPA website and/or an interested applicant submits an EIF to the respective UNFPA office.
  28. The designated focal point reviews EIFs to ensure applicant(s) meet eligibility requirements, taking into consideration their interest and motivation, and forwards the EIFs of eligible applicants to the relevant UNFPA staff member for consideration.
  29. The supervising UNFPA staff member reviews EIFs and selects the applicant for the appropriate job shadowing assignment, subject to approval by the head of unit.
  30. The designated focal point vets the selected applicant(s) and completes the following:
    - a. conducts reference checks with teachers, previous supervisors and other individuals who may know the candidate well;
    - b. screen candidates through ClearCheck<sup>6</sup>, in addition to reviewing the candidates' online presence on popular social media and the web to ensure their values are in line with those of the United Nations;
    - c. obtain head of unit approval of selected applicant(s).
  31. The supervising UNFPA staff member contacts the selected applicant(s) to agree on the job shadowing dates and time, prepares any briefings and required training and briefs the applicant on the work of the unit.
  32. The designated focal point must collect the following from the selected applicant(s):
    - a. the SJSP Agreement Form;
    - b. the signed Consent and Release Form ([Annex II](#)) for any participant 17 years of age.
  33. The supervising staff member will spend the agreed days and time with the student during the workday, answer any questions and introduce the student to other colleagues in the unit.

#### IV. Other

34. The Division for Human Resources is responsible for monitoring and reviewing the SJSP.

#### V. Process Overview Flowchart

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<sup>6</sup> ClearCheck is a screening database. More information can be found on <https://unsceb.org/screening-database-clearcheck>. Offices can contact the respective regional Human Resources Business Partner team to help with the ClearCheck process.

No overview flow chart applicable.

**VI. Risk Control Matrix**

Figure 1: Risk Control Matrix

| Risk Description   | First Line of Defense Controls   |  |                                | Second Line of Defense Controls                      |  |              |
|--|--|--|--------------------------------|--|--|--------------|
|  | Control Activity Description   | Reference (Policy section, paragraph or Control #) | Who performs                   | Control Activity Description                         | Reference (Policy section, paragraph or Control #) | Who performs |
| Applicants are not adequately vetted to ensure their values align with the United Nations. | Conducting reference checks, ClearCheck, and reviewing applicant's social media and online presence.       | Paragraph 30                                       | Designated focal point         | Responsibility to ensure all procedures are followed | Paragraph 26                                       | Head of Unit |
| Students are harmed during the student job shadowing assignment.                           | Site visits are allowed if the UNDSS security risk assessment permits it.                                  | Paragraph 10                                       | Supervising UNFPA staff member | Responsibility to ensure all procedures are followed | Paragraph 26                                       | Head of Unit |
| Students breach confidentiality and expose sensitive information.                          | The designated ensures that the Student Job Shadowing Programme Agreement Form is signed by the applicant, | Para 32, Annex IV, para d and g.                   | Designated focal point         | Responsibility to ensure all procedures are followed | Paragraph 26                                       | Head of Unit |

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Human Resources

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|  | who agrees to keep information confidential. |  |  |  |  |  |
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**Annex I**

**Sample of Typical Student Job Shadowing Assignment**

- Attend Prevention of Sexual Exploitation and Abuse (PSEA), security and other mandatory briefings.
- Observe functions and duties of a UNFPA staff member.
- Observe staff meetings.
- Observe partner/client interactions.
- Tour the premises and meet other UNFPA staff.
- Understand office policies and procedures.
- Ask questions and receive feedback regarding a particular career path.
- Review the organization's mission/vision statement and organizational charts.
- Visit/tour external sites such as camps if the security risk assessment as conducted by the UNDSS official of the country permits it and clearance is granted.

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**Annex II**

**Consent and Release  
for parents/guardians of participants 17 years of age**

You are receiving this form of consent and release because your child will be participating in the student job shadowing programme on (date: \_\_\_\_\_ to \_\_\_\_\_) at the United Nations Population Fund (UNFPA); (Address: \_\_\_\_\_).

I/We \_\_\_\_\_, the undersigned, hereby warrant that I am/we are the parent(s)/guardian(s) of, \_\_\_\_\_, a minor, age \_\_\_\_\_ (date of birth \_\_\_\_\_), and hereby give permission for the Child to participate in the student job shadowing programme.

I/We understand and agree to the following:

- a) The student job shadowing programme involves observing a UNFPA staff member undertaking their functions and duties throughout the day/week.
- b) The Child will not be considered in any respect as being a staff member of the United Nations or UNFPA and is not afforded the privileges and immunities granted to officials or experts on mission of the United Nations or UNFPA.
- c) UNFPA will not pay the Child and is not responsible for any costs that the Child may incur in relation to their participation in the student job shadowing programme.
- d) The Child must exhibit appropriate conduct suitable to a professional workplace. I/We and the Child must exercise the utmost discretion regarding any information that becomes known to the Child by reason of the Child's participation in the student job shadowing programme that has not been made public.
- e) I/We hereby accept full responsibility and liability for or in connection with the Child's attendance and agree to release, forever discharge, indemnify and hold harmless UNFPA, its employees and/or agents from and against any and all claims, costs, liabilities, damages, obligations, expenses, losses, or causes of action arising out of or in any way connected to the Child's participation in the student job shadowing programme.
- f) I/We hereby attest that I/we have read and, intending to be legally bound, agree to the above on the dates indicated below.

Signature of Parent/Guardian: \_\_\_\_\_  
Print Name of Parent/Guardian: \_\_\_\_\_  
Address: \_\_\_\_\_  
Date: \_\_\_\_\_

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**Annex III**

**Expression of Interest Form (EIF)**

Name: \_\_\_\_\_  
(first name, last name)

Date of Birth: \_\_\_\_\_  
(DD/MM/YYYY)

School year attending, or date of graduation: \_\_\_\_\_

Name and address of School: \_\_\_\_\_

Education and Career Goals: \_\_\_\_\_

Why are you interested in student job shadowing at UNFPA (maximum word count of 100 words): \_\_\_\_\_

Contact information:

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

When are you available: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Academic Advisor/Counsellor Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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**Annex IV**

**Student Job Shadowing Programme Agreement Form**

**Part 1 - to be completed by the participant**

You are receiving this form of agreement because you will be participating in the student job shadowing programme on (date: \_\_\_\_\_ to \_\_\_\_\_) at the United Nations Population Fund (UNFPA); (Address: \_\_\_\_\_).

I \_\_\_\_\_, the undersigned, hereby warrant that I agree to participate in the student job shadowing programme.

I understand and agree to the following:

- a) The student job shadowing programme involves observing a UNFPA staff member undertaking their functions and duties throughout the day/week.
- b) I will not be considered in any respect as being a staff member of the United Nations or UNFPA and will not be afforded the privileges and immunities granted to officials or experts on mission of the United Nations or UNFPA.
- c) UNFPA will not pay me and is not responsible for any costs that I may incur in relation to my participation in the student job shadowing programme.
- d) I must exhibit appropriate conduct suitable to a professional workplace. I must exercise the utmost discretion regarding any information that becomes known to me by reason of my participation in the student job shadowing programme that has not been made public.
- e) I hereby accept full responsibility and liability for or in connection with my attendance and agree to release, forever discharge, indemnify and hold harmless UNFPA, its employees and/or agents from and against any and all claims, costs, liabilities, damages, obligations, expenses, losses, or causes of action arising out of or in any way connected to my participation in the student job shadowing programme.
- f) I agree to comply with the standards of conduct set forth in the Secretary General's bulletin ST/SGB/2003/13 of 9 October 2003, concerning "Special measures for protection from sexual exploitation and sexual abuse". In particular, I shall not engage in any conduct that would constitute sexual exploitation or sexual abuse ("SEA"), as defined in that bulletin. Moreover, and without limitation to the application of other regulations, rules, policies and procedures, I shall comply with the standards of conduct stated in UNFPA's Policy on Prohibition of Harassment, Sexual Harassment, Abuse of Authority and Discrimination.

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g) I will keep confidential any and all unpublished information made known to me by UNFPA during the course of my SJSP assignment that I know or ought to have known has not been made public, and except with the explicit authorization of UNFPA, not to publish any reports or papers on the basis of information obtained during the SJSP assignment, both during and after the completion of my assignment.

h) I hereby attest that I have read and, intending to be legally bound, agree to the above on the dates indicated below.

Signature: \_\_\_\_\_

Print Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_

### **Part 2 - to be completed by the UNFPA designated focal point**

Signature of UNFPA designated focal point: \_\_\_\_\_

Print Full Name: \_\_\_\_\_