

OPEN POSITION: Intern – Support for the WHO Civil Society Commission Secretariat

REPORTS TO: CORE Group, Executive Director

LOCATION: Remote

HIRING NEED: Start August/September for 3-5 months

TERMS OF REFERENCE

CORE Group fosters collaborative action and learning to improve and expand community-focused public health practices. Established in 1997 in Washington D.C., CORE Group is an independent not-for-profit hybrid, membership organization, and home of the International Community Health Network, which brings together over 20,000 global health practitioners- CORE Group member organizations, scholars, advocates, and donors to support the global health of underserved women, children, adolescents, and communities around the world.

CORE Group also implements projects offering expertise in communications, advocacy, learning, and knowledge management.

CORE Group is an active member of the WHO CSO Commission. **To learn more about the WHP CSO Commission, please visit:** <https://www.who.int/about/collaboration/civil-society-and-ngo-engagement/civil-society-commission>.

BACKGROUND

The WHO Civil Society Commission (CSC) was established to strengthen dialogue and collaboration between the World Health Organization (WHO) and civil society organizations (CSOs) in support of global public health goals. As part of ongoing efforts to assess the impact, effectiveness, and value of the Commission, WHO is undertaking a formal evaluation.

To support this work, CORE Group seeks an intern to contribute and support the WHO Secretariat in the management of the Civil Society Commission. The intern will work closely with the WHO Secretariat of the CSO Commission and liaise with the stakeholders as needed.

The internship is with the CORE Group and as such managed by it. The intern reports to the designated person at the CORE Group which is a member of the WHO CSO Commission. The intern will support the work of the WHO CSO Commission through and facilitated by this membership.

INTERNSHIP OBJECTIVES

The objective of this CORE Group internship is to provide operational, coordination, and communication support to the WHO Secretariat managing the Civil Society Commission. The intern will assist in the smooth functioning of the Commission's governance structures and engagement activities.

DUTIES & RESPONSIBILITIES

Under the supervision of the designated staff member(s) within the CORE Group and WHO Secretariat, who will agree on the expected deliverables of the intern. Overall, the intern will:

Coordination and Administrative Support

- ❖ Support the coordination and scheduling of meetings for the Steering Committee, working groups, and general membership.
- ❖ Support the drafting of agendas, talking points, minutes, and summaries of meetings.
- ❖ Track follow-up actions and support their implementation.
- ❖ Assist in maintaining a calendar of CSC events and activities.

Membership Management

- ❖ Help maintain and update the CSC member database, contact lists, and engagement records.
- ❖ Mapping of the SCS members by region, sector and type
- ❖ Support onboarding processes for new members and working group participants.
- ❖ Assist with the preparation and dissemination of internal communications to members.

Support to Activities and Events

- ❖ Contribute to the planning and organizing technical briefings, webinars, and other Commission-related event such as DG Dialogues.
- ❖ Support logistics for virtual or hybrid meetings (Zoom/Teams), including invitations, participant tracking, and technical troubleshooting.
- ❖ Prepare background materials, presentations, and post-event summaries.

Communications and Documentation

- ❖ Support the implementation of joint advocacy campaign with CSO Commission and Youth Council.
- ❖ Maintain organized records and shared folders related to Commission activities.
- ❖ Contribute to internal and public-facing content (e.g., website updates or reports).

Other Tasks

- ❖ Support engagement and coordination with relevant WHO departments and external stakeholders.
- ❖ Perform other related duties as requested by the supervisor.

LEARNING OBJECTIVES

By the end of the internship, the intern will be able to:

- ❖ Understand the structure and functioning of WHO's engagement with civil society.
- ❖ Develop skills in multistakeholder coordination, meeting facilitation, and communications.
- ❖ Gain insight into global health governance and civil society participation in international health policy.
- ❖ Strengthen competencies in project and membership management within a multilateral organization.

QUALIFICATIONS

- ❖ Currently enrolled in or recently completed a graduate-level degree in public health, (Masters or PhD, DrPH) political science, international relations, communications, public administration, or a related field.
- ❖ Demonstrated interest in global health, civil society engagement, or international organizations.
- ❖ Excellent organizational and communication skills, both written and verbal.
- ❖ Strong attention to detail and ability to manage multiple tasks simultaneously.
- ❖ Proficiency in English is required; knowledge of another UN language is an asset.
- ❖ Experience with virtual meeting platforms (e.g., Zoom, MS Teams) and basic data or content management systems is desirable.

DURATION AND LOCATION

- ❖ Duration: 3 to 5 months (depending on candidate availability and program needs).
- ❖ Location: Remote
- ❖ Start Date: around August-September 2025

CONDITIONS OF THE INTERNSHIP

- ❖ The internship is managed through the CORE Group and has the conditions for the internship as the rules and procedures of CORE Group.
- ❖ Upon achievement of the deliverables, the intern will receive a stipend of \$3000
- ❖ Approximately 10-15 hours/week
- ❖ Must be available during Central Europe Time hours, schedule will be flexible
- ❖ Any nationalities can apply

APPLICATION PROCESS

Interested candidates should submit a CV and brief statement of interest outlining their suitability for the internship and availability. The expression of Interest should be sent to jobs@coregroup.org and utilize the Subject Heading **"Secretariat Support - WHO CSO Commission internship"**