

## **Pan American Health Organization (PAHO)/WHO and University of Pittsburgh Internship Affiliation Agreement**

### **Description**

The Pan American Health Organization (PAHO)/WHO and University of Pittsburgh Internship Agreement pertains to masters and doctoral students and upper-level medical students enrolled in the Graduate School of Public Health and the School of Medicine. Note that all students must meet the eligibility requirements and follow the application process outlined in this document. Two internship options are available.

- 1. Summer Internships.** Masters and doctoral students and upper-level medical students may apply. Summer internships are full time (40 hours per week) and typically 10-12 weeks long. Internships during the fall or spring terms can be either full- or part-time with a minimum of 20 hours per week. Students may be eligible to receive academic credit for their work, depending on university requirements. Interns normally maintain the same working hours as regular staff.
  
- 2. Longer-term Internships for DrPH Students.** Students in the DrPH program in Behavioral and Community Health Sciences are eligible for longer-term internships (up to 6 months) at PAHO headquarters in Washington, DC. These opportunities will be offered on an ad hoc basis, and the Pitt faculty advisor and PAHO technical officer will work together to structure experiences that meet the needs of the student and PAHO. Students should discuss this option with their faculty advisor as early as possible so an appropriate project can be identified. Note that the eligibility criteria and content of the application packet are the same as for other options. However, standard deadlines are not applicable, and the application process will be coordinated by the Pitt faculty advisor and the Center for Global Health.

### **Eligibility Requirements**

- Masters or doctoral student enrolled in the Graduate School of Public Health or upper-level medical students enrolled in the School of Medicine
- Minimum of 20 years of age
- Strong writing, research, and organizational skills to support technical cooperation efforts
- Ability to work independently and demonstrate initiative and flexibility
- For assignments in the Washington, D.C., headquarters, fluency in English is required and a working knowledge of one of the other languages of the PAHO region (Spanish, Portuguese, French) is helpful
- For assignments in one of the country offices, a working knowledge in the language of that duty station is required
- Health insurance coverage
- Applicants cannot have relatives working as active staff (consultants included) at PAHO (in the headquarters, country offices, or centers). Under the staff regulations relatives are defined as:
  - *Subject to Staff Rule 110.7.3: The term “immediate family member” means the spouse, children, parents, and siblings of the staff member and the children, parents and siblings of the staff member’s spouse.*
  - *Persons closely related by blood or by marriage to a staff member shall not normally be appointed if another equally qualified person is available. Persons closely related by blood or marriage include an immediate family member, as defined in Rule 110.7.3, and grandparents, grandchildren, uncles,*

*aunts, nieces, and nephews, as well as any step-relatives, of the staff member or his or her spouse - Staff Rule 410.3.1*

### **Length of Internships**

Please see the description of the two internship options for the length of internships.

### **Application Packet**

Applications must include the following:

- Internship Cover Sheet
- Personal statement that addresses the following:
  - Reasons why the student is seeking an internship at PAHO
  - Up to three areas of interest, ranked (Students are encouraged to check the PAHO Website at [www.paho.org](http://www.paho.org) and consult Pitt faculty advisor to refine their areas of interest.)
  - Student's availability (minimum of eight weeks and a maximum of six months)
- Resume
- Two letters of recommendation
- Writing sample in Spanish or other language (depending on the duty station)
- Copy of most recent academic transcript

Applications are to be submitted at [cgh@pitt.edu](mailto:cgh@pitt.edu).

### **Application Process**

The PAHO internship program is highly competitive, and all applications will undergo an internal vetting process coordinated by the Center for Global Health. Successful applications will be forwarded to PAHO for consideration. PAHO makes the final selection for both internship options. Successful applicants will be contacted by a PAHO representative and receive an offer letter outlining the Terms of Reference for the internship. Other applicants will not be contacted.

<b>Internship Application Deadlines for 2017-18 Cycle</b>		
<b>Term</b>	<b>Application to CGH</b>	<b>CGH forwards applications to PAHO</b>
Summer Session 2018 (June-August)	February 28, 2018	March 12, 2018

### **Administration and Supervision of Interns**

Successful applicants must submit the following documents to the direct PAHO supervisor (with a copy to the Center for Global Health) no later than two weeks before the start of the internship:

- Signed Internship Agreement "Offer Letter"
- Proof of health insurance coverage

Interns are required to complete an evaluation and meet with the PAHO supervisor to assess the experience at the end of the internship. If the Terms of Reference have been met, interns may be issued a standard letter of reference and/or a certificate covering the internship period with PAHO and area of work.

### **Payment, Liability, Insurance, Visas**

No provision is made for remuneration of interns. All costs connected with internships must therefore be borne by the interns or their sponsoring institutions. This includes costs relating

to travel, living and accommodation (arrangements responsibility of the interns). The following stipulations should be noted with regard to insurance coverage:

- PAHO accepts no responsibility or liability for costs arising from damages, travel, accident and/or illness incurred during an Internship.
- Interns are asked to submit (in advance), proof of coverage by a medical insurance plan valid for locations in which the internship will take place, as interns are not covered by PAHO Insurance Plan.

Obtaining visas is normally the responsibility of the intern/volunteer. However, PAHO will provide a letter of support if necessary for visa documentation. Students interested in interning at the PAHO headquarters in Washington DC, who are not US citizens, must apply for a B1 visa—a “Visitor for Business Visa” and not a B-2 – a “Tourist Visa-personal leisure.” A B1 visa allows one to participate in an unpaid internship. If interns/volunteers have another visa, they should check with Human Resource Management at PAHO to verify if that visa is acceptable.

### **Future Employment at PAHO**

There is no expectation of employment at the end of the internship for students. Interns/volunteers are not eligible to apply for a post with PAHO—including an Agreement for the Performance of Work, Special Services Agreement, When Actually Employed (WAE) or Consultancy—during the period of internship and for the three months immediately following the internship's expiration date.

### **Internship and Practicum Program Activities**

In addition to technical projects, PAHO provides an orientation to the organization and a variety of training and professional development opportunities. A series of brown bag sessions are offered to provide interns with opportunities to interact with health technical experts and to learn about the organization’s work in the Americas. The program also includes briefings at sister organizations such as the World Bank, the Organization of American States, and the Inter-American Development Bank. Interns may participate in a team group project with other students, such as writing a newsletter or organizing a panel discussion on a pressing health issue. PAHO also organizes social activities.

**Students should contact the Center for Global Health at [cgh@pitt.edu](mailto:cgh@pitt.edu) for additional information. Due to the large volume of mail received, the PAHO Internship Program is not in a position to respond to queries regarding information already provided on this document.**