**Externally funded internship/FELLOWSHIP**

**TERMS oF reference**

**I. Identification of the post**

Title: Communications Intern

Sector of assignment: Public Relations, Information and Communication

Organizational unit: UNDP Brussels Representation Office

Country and Duty Station: Brussels, Belgium

Expected duration: 6 months

Expected starting date:

Supervisor’s name: Ludmila Tiganu

Supervisor’s title: ludmila.tiganu@undp.org

**II. CORPORATE BACKGROUND:**

As the United Nations lead agency on international development, UNDP works in 170 countries and territories to eradicate poverty and reduce inequality. We help countries to develop policies, leadership skills, partnering abilities, institutional capabilities, and to build resilience to achieve the Sustainable Development Goals. Our work is concentrated in three focus areas: sustainable development, democratic governance and peace building, and climate and disaster resilience.

**III. RECEIVING OFFICE BACKGROUND:**

The UNDP Representation Office in Brussels focuses on creating awareness about UNDP’s mandate, work and results and on nurturing and promoting the partnership with the EU, one of our partners in over 100 countries worldwide. The office also maintains a strategic partnership with Belgium, one of the key contributors to UNDP’s core budget. Communicating results of the partnership with the EU and Belgium is one of the key priorities of the Brussels Representation Office.

The internship position offers a unique opportunity for insight into UNDP’s work and the chance to gain experience from an international professional environment. As an intern in our team, you will get a unique opportunity to support this mission, learn more about the work of UNDP and about the UN System, partnerships and communications.

**III. DUTIES:**

The Intern/Fellow will assist in the following duties and responsibilities:

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| **No** | **Duties and responsibilities** | **% of time** |
| 1 | Under the overall supervision of the Communications Specialist, the intern shall perform the following tasks:   * Support the development and publishing of communications material through our various digital platfroms (website, Twitter and LinkedIn). * Support the development of social media campaigns showcasing results of the partnership with the EU and Belgium. * Support the roll-out of the #UNDPEUpartnership20 campaign to mark the 20th anniversary of UNDP-EU partnership. * Collect, write and edit content received from Country Offices. * Collect stories on the results of the partnership from Country Offices and organize the info via the dedicated Trello. * Create a photo archive on the EU-UNDP partnership. * Draft and consolidate documents. * Assist in the organization of conferences, forums, or other collaborative events | **90%** |
| 2 | **Other:**   * Support other/ad hoc activities as seen relevant and needed. | **10%** |

**IV. REQUIREMENTS AND QUALIFICATIONS**

**Education:**

Candidates must meet one of the following educational requirements:

* currently in the final year of a Bachelor’s degree; or
* currently enrolled in a postgraduate programme (such as a Master’s programme or higher); or
* have graduated no longer than 1 year ago from a university degree or equivalent studies.

**Competencies**

* Strong organizational and research skills;
* Excellent analytical, communication and writing skills;
* Strong social media skills;
* Knowledge of photo and video editing tools;
* Knowledge of web publication tools;
* Excellent interpersonal skills;
* Knowledge of the UN/UNDP and commitment to UN mission and UNDP mandate is an advantage.
* Computer proficiency in standard software applications (MS Office, Excel, Word, Powerpoint);
* Demonstrates integrity and fairness, by modelling the UN/UNDP’s values and ethical standards;
* Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

**Language skills:**

Fluency in written and spoken English. Additional official UN language an asset (Arabic, Chinese, French, Russian, Spanish).