**Externally funded internship/FELLOWSHIP**

**TERMS oF reference**

**I. Identification of the post**

Title: **Internal Communications Fellow**

Sector of assignment: **Communications**

Organizational unit: **Bureau for External Relations and Advocacy (BERA), Advocacy, Marketing & Communications Group (AMCG)**

Country and Duty Station: **New York, USA**

Expected duration: **9 months**

Expected starting date:

Supervisor’s name: **William Mohns**

Supervisor’s title: **Internal Communications Specialist, BERA**

**II. CORPORATE BACKGROUND:**

UNDP works in about 170 countries and territories, helping to eradicate poverty, reduce inequalities and exclusion, and build resilience so countries can sustain progress. As the UN’s development agency, UNDP plays a critical role in helping countries achieve the Sustainable Development Goals.

**III. RECEIVING OFFICE BACKGROUND:**

The Bureau of External Relations and Advocacy (BERA) is responsible for positioning UNDP as the world’s leading global development network, promoting its global authority and thought leadership on sustainable development and the interconnected issues of poverty, inequality, and climate change. BERA leads and supports UNDP in building and nurturing strategic relationships and alliances essential to achieving its mission.

The Advocacy, Marketing and Communications Group (AMCG) within BERA leads on strategic communications for UNDP, covering digital communications, brand and marketing, campaigns and advocacy, media strategy and outreach, internal communications and innovative and digital partnerships. The group works to:

* position UNDP with a wide variety of audiences through multiple channels using creative and innovative content.
* support and guide Country Offices, through regional communications presence, to produce compelling and relevant content for their audiences.
* lead on UNDP’s corporate External Engagement Plan focused on engagement and positioning of UNDP in global debates through compelling products and messaging.

The internal communications function within AMCG supports continuous improvement in UNDP’s internal communications tools, channels and practices and provides guidance and support to internal campaigns and initiatives.

**III. DUTIES:**

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

|  |  |  |
| --- | --- | --- |
| **No** | **Duties and responsibilities** | **% of time** |
| 1 | **Provide internal communications guidance and support to priority internal campaigns and initiatives**   * Support strategic internal communications planning * Design communications and behaviour change actions * Edit and/or create assets for a wide range of communications products * Support measurement and evaluation | **40%** |
| 2 | **Support the development and publishing of internal communications content, including news stories, broadcast email messages and social media posts**   * Liaise with content contributors * Design and provide training in creating effective content * Writing, editing, design and quality control * Help manage key internal channels. | **40%** |
| 3 | **Develop and socialize resources to support internal communications best practices throughout the organization**   * Co-create resources to help colleagues communicate more effectively, including consulting with colleagues across the organization * Develop and deliver communications campaigns to socialize these resources | **10%** |
| 4 | **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.

Field of study: **Communications, knowledge management, journalism, design, behaviour change, public relations or a related field**.

**IT skills:**

* Knowledge and a proficient user of Microsoft Office productivity tools;
* Knowledge of communications software an advantage

**Language skills:**

* Fluency in English is required;
* Knowledge of Spanish or French is an advantage.

**Other competencies and attitude:**

* Exceptional skill in writing and editing in English
* Experience and skill in one or more of the following areas would be an advantage: storytelling, training, graphic design, event planning, creating learning objects, social media campaigns, photography, videography and behaviour change campaigns.
* Interest and motivation in working in an international organization;
* Good analytical skills in gathering and consolidating data and research for practical implementation;
* Outgoing and initiative-taking person with a goal-oriented mind-set;
* Communicates effectively when working in teams and independently;
* Good in organizing and structuring various tasks and responsibilities;
* Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
* Responds positively to feedback and differing points of view;
* Consistently approaches work with energy and a positive, constructive attitude.