**Externally funded internship/FELLOWSHIP**

**TERMS oF reference**

**I. Identification of the post**

Title: Strategic Communications Felow

Sector of assignment: BERA

Organizational unit: AMCG

Country and Duty Station: New York, United States

Expected duration: 9 months

Expected starting date:

Supervisor’s name: Oisika Chakrabarti

Supervisor’s title: Strategic Comms Advisor, 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. Within BERA, the Advocacy, Marketing and Communications Group leads and manages external communications through strategy, media, digital communications, marketing, branding and global storytelling.

**III. DUTIES:**

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

|  |  |  |
| --- | --- | --- |
| **No** | **Duties and responsibilities** | **% of time** |
| 1 | **Support communications for crisis emergencies.**   * Support the communications for crisis portfolio on a continuous basis. * Research crisis emergencies and UNDP response, design and socialize updates, increase knowledge and learnings. * Support trainings on communications for crisis emergencies, leveraging the Crisis Response SOPs | **50%** |
| 2 | **Support the global communications network**   * Support activities for the expansion of the global communications network. * Research and identify potential COs, and their activations to showcase. * Support capacity building and training plans, including retreat design, as needed | **30%** |
| 3 | **Other:**   * Support communications, research, presentation design activities as relevant and needed. | **20%** |

**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 or journalism.**

**IT skills:**

* Knowledge and a proficient user of Microsoft Office productivity tools;

**Language skills:**

* English is required;
* Knowledge of Arabic or French is an advantage.

**Other competencies and attitude:**

* 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.