



Terms of Reference

Intern, Communication Section, UNFPA Pacific

Job title:	Communication Intern
Location:	UNFPA Pacific, Suva, Fiji
Full /Part-time:	Full-time
Remote/In person:	In person
Duration:	8 to 24 weeks

Internship offering is limited to candidates from Fiji and from Pacific countries residing in Fiji.

The Position:

Under the direct supervision of the Communication Specialist, the communication intern will gain valuable experience in the field of communication for international development. The intern will play a key role in supporting the creation and dissemination of content that raises awareness of UNFPA's work on sexual and reproductive health and rights (SRHR) and youth development in the Pacific region.

A work-plan with achievements for the duration of the Internship and learning opportunities will be agreed upon. Periodic progress meetings will lead to a beneficial environment for the Intern enhancing their skills and capacity in areas related to the UNFPA's mandate.

About UNFPA and How You Can Make a Difference:

UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA's strategic plan (2022-2025), reaffirms the relevance of the current strategic direction of UNFPA and focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices. These results capture our strategic commitments on accelerating progress towards realizing the ICPD and SDGs in the Decade of Action leading up to 2030. Our strategic plan calls upon UN Member States, organizations, and individuals to "build forward better", while addressing the negative impacts of the COVID-19 pandemic on women's and girls' access to sexual and reproductive health and reproductive rights, recover lost gains and realize our goals.

UNFPA is seeking a highly motivated and creative intern to support the communication team in developing and delivering engaging multimedia content.

Responsibilities

- Assist in developing content for various communication channels, including social media, websites, and publications. This will include:
 - Short videos
 - Web stories
 - Animations
 - Infographics



- Photographs
- Conduct research and gather information to support content creation.
- Assist with social media management tasks, such as scheduling posts and engaging with followers.
- Assist in multimedia editing and design.
- Participate in brainstorming sessions and provide creative inputs.
- Monitor social media trends and identify opportunities to promote UNFPA's work.
- Stay up-to-date on current issues related to SRHR and youth development in the Pacific.
- Perform other duties as assigned by the Communications Supervisor.

Qualifying for an Internship

All candidates must meet the following educational and other eligibility requirements:

Educational Requirements

- Be enrolled in the final year of a first university degree programme (such as bachelor's degree or equivalent).
- Be enrolled in a master's degree programme.
- Have recently graduated with a university degree as defined above and, if selected, must start the internship within one-year of graduation.
- Be enrolled in a postgraduate professional trainee programme and undertake the internship as part of this programme.

Other Eligibility Requirements:

- Strong visual storytelling skills.
- Strong photography and videography skills.
- Strong writing and editing skills.
- Strong research and analytical skills.
- Experience with video editing software and graphic design software is a plus.
- Ability to work independently and as part of a team.
- Excellent communication and interpersonal skills.
- Proficiency in social media platforms.
- Fluency in English is required. Proficiency in a Pacific Island language is a plus.

Financial Aspects:

Interns do not receive a salary from UNFPA. However, UNFPA provides a monthly stipend to interns. In addition, applicants must have medical insurance for the duration of the internship. UNFPA does not provide medical insurance for interns.

UNFPA Work Environment:



UNFPA provides a work environment that reflects the values of gender equality, diversity, integrity and healthy work-life balance. We are committed to ensuring gender parity in the organization and therefore encourage women to apply. Individuals from the LGBTQIA+ community, minority ethnic groups, indigenous populations, persons with disabilities, and other underrepresented groups are highly encouraged to apply. UNFPA promotes equal opportunities in terms of appointment, training, compensation and selection for all regardless of personal characteristics and dimensions of diversity. Diversity, Equity and Inclusion is at the heart of UNFPA's workforce.

Disclaimer:

UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process and does not concern itself with information on applicants' bank accounts.

How to Apply

Interested candidates please apply to the following web page:

Due to the volume of applications received, only shortlisted candidates will be contacted for an interview.

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