



Terms of Reference

Communications Intern 2020

Job title:	Communications Intern (for Fiji Citizens ONLY)
Location:	UNFPA Pacific Sub-Regional Office (PSRO), Suva, Fiji.
Full/Part-time:	Full-time (approximately 40 hours per week)
Duration:	6 months

The Position:

Under the direct supervision of the Communications Analyst, the communications intern will support the overall communication activities UNFPA's Pacific Sub-Regional Office in Fiji (which in turn oversees UNFPA's work in 14 Pacific island nations), aiming to strengthen all communications activities, materials and products, so that UNFPA can speak with one voice and be recognized as a leader in its field.

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 her/his skills and capacity in areas related to 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 expands choices and possibilities for women and young people to lead healthy and productive lives. UNFPA's new strategic plan (2018-2021), focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices.

UNFPA is seeking candidates that transform, inspire and deliver high impact and sustained results. We need interns who are exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in programme results.

Communications priorities for PSRO includes:

- (1) building the advocacy and communications capacity of country offices and supporting their media outreach efforts;
- (2) achieving greater visibility for issues related to the ICPD Programme of Action, the Sustainable Development Goals (SDGs) and 2030 Sustainable Development Agenda and UNFPA's work in the Pacific region to propel all these imperatives through positive coverage in influential international, regional and national media, including in donor countries, as well as online and via social media;
- (3) leveraging the impact of PSRO-supported work by disseminating results to appropriate stakeholders including media; and
- (4) expanding the reach of the UNFPA PSRO website and social media platforms (Twitter, Facebook, Instagram) and supporting initiatives to improve UNFPA internal communications.

The intern will be responsible for:

The intern will assist the PSRO Communication Analyst, through the scope of work as described below.

- **Organizing communications materials**
 - Assist in collecting, organising, selecting and making use of powerful images on social media;
 - Assist in organising, selecting and making good use of film/video footage on social media and in feature stories;
 - Assist with communications materials/products, logistics and other arrangements for UNFPA's International Day events, take photographs and support the wider team;
 - Monitor UNFPA presence in the media and keep track of articles written about UN activities in the Pacific.

- **Content generation and social media**
 - Assist in creating simple but effective photo quotes and infographics for social media;
 - Assist in locating social media focused content from UNFPA country offices, UN agencies and other partners' postings;
 - Assist in identifying powerful stories from UNFPA country offices and partners, and collecting relevant information and products to package and promote them.

- **General tasks**
 - Support UNFPA to prepare materials and content for major activities, launches, and media outreach;
 - Support and collaborate with Technical, Programme and Operations Teams;
 - Assist in communications coordination with UNFPA Country offices;
 - Provide other support and assistance as required, including preparation and proof-reading of documents, and helping with correspondence and research;
 - Perform other duties as required.

You Have:

Your Education: Active enrolment or recent completion of a Bachelor's or equivalent degree in a relevant field (e.g. Journalism, Communications, Public Relations, International development, Mass Media or other related fields).

Your Experiences:

- Demonstrable skills in analytical thinking, communication and research;
- Written and spoken proficiency as well as good writing and editing skills in English;
- Proficient in computer skills and relevant software packages (e.g. for infographics/multimedia content) and having a knowledge of automated systems;
- Strong organizational, communication and interpersonal skills with the ability to work under pressure within an international setting;
- Ability to adapt to new environments and to establish and maintain good working relations with individuals of different cultural backgrounds;

- Ability to perform a variety of administrative tasks.

Learning Elements:

Upon completion of the assignment, and depending on its duration, the Intern will gain the following knowledge assets:

1. Increased understanding of the UNFPA and the Programme Division within UNFPA
2. Understand the UNFPA mandate and policies
3. Understand UNFPA programme design and delivery mechanisms
4. Understand the dynamics of operational and programme support and communications to the field, and at the level of PSRO, APRO and HQ
5. Learn UN technical language, working procedures, and coordination mechanisms
6. Network with UNCG and UNFPA colleagues
7. Work experience as a team member in a multicultural setting

Financial Aspects:

Interns do not receive a salary or any other form of remuneration from UNFPA. However, they receive a stipend to help cover basic daily expenses related to the internship, if not financially supported by any institution or programme, such as a university, government, foundation, or scholarship programme. The monthly stipend rate payable to interns would be FJD559.80. The amount of the stipend varies according to the duty station. UNFPA does not provide medical insurance for interns.

How to Apply

Please email your applications including a brief statement on your interest in the internship programme, Internship Application Form and a completed P11 form to vacanciespsro@unfpa.org before **COB 20th November, 2020** with the title *“Internship – Communication”*

Application form and P11 template can be obtained from the UNFPA PSRO website by clicking: <https://pacific.unfpa.org/en/vacancies>

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