Terms of Reference
Intern, Human Resources Communications, Division for Human Resources

Job title:	**Human Resources Communications Intern**
Location:	**UNFPA HQ team in NYC - Remote or New York (no travel provided)**
Part/Full-time:	**Full-time (approximately 40 hours per week)**
Duration:	**6 months (start date approximately 1 February 2024)**

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. The agency's new strategic plan (2022-2025), 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 delivering excellence in programme results.

The Position:

The intern will be working on the global DHR internal communications team. The objective of the internship will be to strengthen our global DHR internal communications.

You would be responsible for:

1 Support the DHR Communications team in content creation, graphic design, and communications product development and delivery.
2 Provide specialized assistance in the production and delivery of communications products and services. Manages and updates internal databases; designs, populates and updates content on the DHR intranet pages and various communication platforms.
3 Participate in the planning and coordination of special events and/or meetings; liaises with relevant departments/agencies; drafts and edits reports, and related texts, and correspondence.
4 Using relevant computer software, creates designs in appropriate format for promotional and other material, e.g. brochures, presentational materials, announcements, etc.; ensures that photos, graphics, etc. are appropriate and align to UNFPA's 2030 People Strategy visual identity;
5 Perform other duties as required.

You Have:

Your Education: Active enrollment or recent completion (within one year) of a Master's level degree programme in a relevant field preferably in Media and Communications, Journalism, Sociology, Public Health Communications and Information, or other related field (alternatively a Bachelor degree in a related field plus professional experience is acceptable).

Your Competencies:

PROFESSIONALISM: Awareness of common policies, processes and procedures related to the production, dissemination, monitoring and evaluation of global communication campaigns. Awareness of digital tools and techniques utilized to provide support to global communication campaigns, including social media, content management systems, on-line collaboration tools, data visualization, visual storytelling, etc.

COMMUNICATION: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

Your Experience:

- Fluency in English and French. Intermediate knowledge of Arabic, Spanish, Russian, or Chinese are a plus.
- Strong attention to detail and editorial skills
- Experience using Google Suite, graphic design software, Canva, Mailchimp, Microsoft Suite.
- Strong communications design and writing skills.
- Initiative, sound judgment and demonstrated ability to work harmoniously with staff members from different national and cultural backgrounds.

Prior experience in working with development agencies, including in volunteer capacity, as well as working in a low- or middle- income country would be considered an advantage.

Learning Elements:

Upon completion of the assignments, and depending on their duration and assigned work-streams, the intern will gain the following knowledge assets:

1. Understanding of UNFPA, its mandate, programmes and Human Resource management processes and systems.
2. Understanding of UNFPA's new 2030 People Strategy and its implementation.
3. Enhanced ability to write and formulate substantive documents, including standard operating procedures and training materials.
4. Work experience as a team member in a multicultural setting.
5. Understanding of UN technical language, working procedures, and coordination mechanisms.
6. Networking with UN(FPA) personnel.

Financial Aspects:

Travel to New York City is not provided for this internship. Accordingly, candidates will be asked to work remotely unless they are already living within commuting distance of New York City. Interns will have to meet living expenses as well as make their own arrangements for accommodation at their place of work.

However, interns will 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 stipend will be paid based on the location where the intern is based.

Applicants must have medical insurance for the duration of the internship. Proof of insurance will need to be submitted before the internship begins. UNFPA does not provide medical insurance for interns.

How to Apply: Interested candidates can fill out the application form by Wednesday, 10 January 2024, 11:59 PM EST