



## Terms of Reference for Communications Internship

The United Nations Development Programme (UNDP) Representation Office in Brussels, Belgium has a position for a qualified communications intern for a period of **6 months**.

### Background

UNDP Representation Office in Brussels focuses on creating awareness about UNDP's mandate, work and results and on nurturing and promoting the partnership with the EU, one of our partners in nearly 140 countries worldwide. The office also maintains a strategic partnership with Belgium, one of the key contributors to UNDP's core budget. Communicating results of the partnership with the EU and Belgium is one of the key priorities of the Brussels Representation Office.

In 2022, the office plans to undertake a series of campaigns and events to showcase the partnerships through social media campaigns, participation in the European Development Days, launch of the Human Development Report and contribution to the European Year of Youth, among many others.

As an intern in our team, you will get a unique opportunity to support this mission, learn more about the work of UNDP and about the UN System, partnerships and communications.

### Duties and Responsibilities

Under the overall supervision of the Communications Specialist, the intern shall perform the following tasks:

- Support the development and publishing of communications material through our various channels (website, Twitter and LinkedIn).
- Support the development of social media campaigns showcasing results of the partnership with the EU and Belgium.
- Collect stories on the results of the partnership from Country Offices and organize the info via the dedicated Trello.
- Create a photo archive on the EU-UNDP partnership.
- Support the transition to a new website and ensure regular update
- Draft and consolidate documents
- Assist in the organization of conferences, forums, or other collaborative events

### Competencies

- Strong organizational and research skills;
- Excellent analytical, communication and writing skills;
- Strong social media skills; knowledge of web publication tools and photo editing tools is an advantage.
- Excellent interpersonal skills;
- Knowledge of the UN/UNDP and commitment to UN mission and UNDP mandate is an advantage.

- Computer proficiency in standard software applications (MS Office, Excel, Word, Powerpoint);
- Demonstrates integrity and fairness, by modelling the UN/UNDP's values and ethical standards;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

### **Required Skills**

#### **Education:**

Applicants to the UNDP internship programme must at the time of application meet one of the following requirements:

- (a) be enrolled in a graduate school programme (second university degree or equivalent, or higher);
- (b) be enrolled in the final academic year of a first university degree programme (minimum Bachelor's level or equivalent);
- (c) have graduated with a university degree (as defined in (a) and (b) above) and, if selected, must start the internship within one-year of graduation.

#### **Language:**

Fluency in written and spoken English. Additional official UN language an asset (Arabic, Chinese, French, Russian, Spanish).

### **General Conditions**

1. In accordance with the UNDP Internship policy, UNDP interns are eligible to receive a monthly stipend, with a rate that varies depending on the duty location. The stipend will be paid monthly, and part-time internship arrangements are prorated accordingly.
2. Where an intern is financially supported by an institution, government or third party, UNDP will pay the intern the difference, if any, between the external financial support provided and the applicable UNDP stipend.
3. Except for the stipend, all other expenses connected with the internship will be borne by the intern, sponsoring government or institutions.
4. Interns are not considered staff members and may not represent UNDP in any official capacity.
5. The purpose of the Internship Programme is not to lead to further employment with UNDP, but to complement an intern's studies. Therefore, there should be no expectation of employment at the end of an internship.

**UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.**