**Externally funded internship/FELLOWSHIP**

**TERMS oF reference**

**I. Identification of the post**

Title: Communication Intern

Sector of assignment: Partnerships and communication

Organizational unit: Regional Bureau for Arab States

Country and Duty Station: New York, USA

Expected duration: 9 months

Expected starting date: June 2023

Supervisor’s title: Senior Communications Advisor

**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 Regional Bureau for Arab States is currently strengthening communication capacity both at its Headquarters in New York and in its in-country operations in the Arab States by diversifying and expanding its Partnership and Communication Team in support of implementing its ambitious Strategic Plan (2022-25).

The incumbent will work under the overall strategic guidance of the RBAS Partnership and Communication Team Leader in New York, and director supervision of the Senior Communications Advisor.

The incumbent will work in close coordination with other bureaus of UNDP such as the Bureau for External Relations and Advocacy (BERA) as well as the Crisis Bureau in New York, as well as BERA’s Communication Advisor in Amman, Jordan, and the Online Communication Associate, in Cairo, Egypt.

**III. DUTIES:**

The Fellow will assist in the following duties and responsibilities:

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| **No** | **Duties and responsibilities** | **% of time** |
| 1 | Support the day-to-day communication needs in relation to all scheduled high-level engagements of the Regional Director and Deputy Regional Director,  strategic dialogue events organized with UNDP Representation Offices, Executive Board, upcoming major international/regional conferences, and other key RBAS events and marking of regionally relevant international thematic days. | **50%** |
| 2 | Provide advocacy/communication support to ongoing partnership efforts and initiatives, especially with RBAS leading international partners—the European Union, the US, Japan, Germany, IFIs and other key partners across the Arab States region, especially the League of Arab States. | **20%** |
| 3 | Provide communication support needed by the Directorate, including possible procurement of services for communication training (in such areas as messaging, executive media skills, etc.) and graphic design support. Also, liaise with and provide inputs to other key UNDP entities (ExO, BERA, central Bureaus and other Regional Bureaus) on communication issues as necessary. | **20%** |
| 4 | **Other:**  As needed, provide support in responding to and trouble-shooting media inquiries related to UNDP’s work in the Arab States region, under the supervision and guidance of the Regional Communication Advisor. | **10%** |

**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: **Communication, International Development** or equivalent.

**IT skills:**

* Knowledge and a proficient user of Microsoft Office productivity tools;
* Knowledge and a proficient user of design softwares such as the Adobe Design package (illustrator, InDesign, etc.)

**Language skills:**

* English is required.
* Knowledge of Arabic 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.