

INTERNSHIP TERMS OF REFERENCE

I. IDENTIFICATION OF THE POST

Title:	Communications Intern
Sector of assignment:	Public Relations, Information and Communication
Organizational unit:	Communications Unit
Country and Duty Station:	Namibia, Windhoek
Internship duration:	6 Months
Supervisor's name:	Margretha Kampulu
Supervisor's title:	Communications Associate

II. CORPORATE BACKGROUND:

UNDP works in about 170 countries and territories, helping to achieve the eradication of poverty, and the reduction of inequalities and exclusion. We help countries to develop policies, leadership skills, partnering abilities, institutional capabilities and build resilience in order to sustain development results.

UNDP is working to strengthen new frameworks for development, disaster risk reduction and climate change. We support countries' efforts to achieve the new Sustainable Development Goals, which will guide global development priorities through 2030. The key 2030 Agenda principle of leaving no one behind and stamping out inequality is at the core of everything we do.

UNDP focuses on helping countries build and share solutions in three main areas:

- Sustainable development
- Democratic governance and peacebuilding
- Climate and disaster resilience

In all our activities, we encourage the protection of human rights and the empowerment of women, minorities and the poorest and most vulnerable.

III. INTERNSHIP OFFICE BACKGROUND:

The United Nations Development Programme (UNDP) in Namibia is implementing the Country Programme (2019-2023), which seeks to make a significant contribution to the national development efforts. UNDP Namibia is currently supporting national efforts to implement interventions in order to respond to key challenges in meeting the Sustainable Development Goals (SDGs) and Namibia's Vision 2030. Most importantly, UNDP's support to government is making significant improvement to capacities to address the identified developmental challenges at the national, regional and local levels.

The Country Development Programme (CPD) has two pillars: 1) Sustainable, Inclusive and Green Growth, and 2). Improved governance for accountable, responsive institutions and civic engagement. The first pillar, sustainable, inclusive and green growth focal area, comprises of two paths: (i) Diversified employment, pro-poor income and sustainable livelihoods for women, youths, persons with disabilities and marginalized

population, and (ii) sustainable environmental management and enhanced resilience to shocks and crises. The second path is concerned with environmental and sustainable natural resource management, climate change adaptation, disaster risk reduction, and management to build economic, social and environmental resilience.

Under the guidance and direct supervision of the Communications Team and overall guidance from the Head of Programmes, the Communications Intern will support the implementation of the UNDP communications and advocacy strategies to increase the standing and awareness of UNDP with partners, the media and the public. The Communications Unit promotes a client-oriented approach in UNDP. The Communications Intern works in close collaboration with the Management Support and Business Development, Programme and Operations teams in the CO, staff of other UN Agencies, Government officials, media, multilateral and bilateral donors and civil society. A communications strategy tightly linked to program priorities helps position the Country Office in key development markets as a leader in ways that boost demand for various service lines and increase overall business opportunities.

III. DUTIES:

The intern will assist in the following duties and responsibilities:

No	Duties and responsibilities	% of time
<i>In this section list the primary responsibilities and tasks of the position. (Include percentages for each duty.)</i>		
1	Assist the UNDP Communications team to effectively perform its functions <ul style="list-style-type: none"> Support with the preparation and coordination of the UNDP Namibia Communications Work Plan and annual reporting Support the UNDP communication team in implementation of the UN and UNDP communication strategy Creating public awareness on the effectiveness and impact of the UNDP's work in Namibia Support creation of content for updating of the UNDP Namibia website and social media pages through: preparation of press releases, talking points, speeches, web content, articles and general correspondence 	40%
2	Graphic design, Social Media and Media Relations <ul style="list-style-type: none"> Support the designing of posters, social media cards, invitations, flyers etc using the Adobe Creative Cloud software Support the production of UNDP Namibia communication products including newsletters, bulletins, pamphlets Support the compilation of weekly Social media analytics and reporting Support with drafting UNDP Namibia social media content (Facebook, Instagram, Twitter, YouTube) with information about project activities and events Support with media monitoring and keeping an updated media and partners contact list 	40%
3	Project communication Support and events Management <ul style="list-style-type: none"> Support the UNDP Namibia projects with their communications needs such as reviewing articles, project visibility needs etc Support the communications team in the organisation of key events and communication opportunities, such as major conferences, workshops, discussions and report launches Drafting of Human-Interest stories from Monitoring and Evaluation trips to project sites 	15%

4	Other: <ul style="list-style-type: none"> • Support other/ad hoc activities as seen relevant and needed. 	5%
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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 Master's degree; or
- have graduated no longer than 1 year ago from a master's degree or equivalent studies.

Field of study: **Communications, Public Relations, Graphic Design** or equivalent.

IT skills:

- Knowledge and a proficient user of Microsoft Office productivity tools;
- **Advance skills in Graphic Design using the Adobe Creative Cloud or similar applications**
- **Advance skills in social media usage and monitoring**

Language skills:

- **English** required;
- Knowledge of other UN languages 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;
- Strong writing skills,
- 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.

V. INTERNSHIP CONDITIONS

- UNDP internships are not remunerated. All expenses connected with the internship will be borne by the intern or her/his sponsoring entity;
- UNDP accepts no responsibility for costs arising from accidents and/or illness or death incurred during the internship;
- Interns are responsible for obtaining necessary visas and arranging travel to and from the duty station where the internship will be performed;
- Interns are not eligible to apply for, or be appointed to, any post in UNDP during the period of the internship;
- Interns must provide proof of enrolment in health insurance plan;
- Interns are not staff members and may not represent UNDP in any official capacity;
- Interns are expected to work full time, but flexibility is allowed for education programmes;
- Interns need to obtain financing for subsistence and make own arrangements for internship, travel, VISA, accommodation, etc.