

INTERNSHIP TERMS OF REFERENCE

I. Identification of the post

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|---------------------------|-----------------------|
| Title: | Intern Communications |
| Sector of assignment: | RBLAC |
| Organizational unit: | Directorate |
| Country and Duty Station: | Panama City, Panama |
| Internship duration: | 6 months |
| Supervisor's name: | José Cruz Osorio |
| Supervisor's title: | Hub Manager |

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 Regional Bureau for Latin America and the Caribbean established the **Regional Hub for Latin America and the Caribbean in Panama** to bring corporate and regional policy, and advisory support, closer to where they are needed on the ground, and to make those services more responsive to country programme needs.

The Regional Hub serves 25 Country Offices (COs) in Latin America and the Caribbean. It offers COs and other clients readily accessible services, class advice and technical support, and a trustworthy source of knowledge, experiences, and resources provided by a group of experts and professionals. It works through its COs with governments and people to develop customized solutions to development challenges and thus help to strengthen local capacities.

III. DUTIES:

Under the direct guidance of the Hub Manager and overall coordination of the Business Solutions and Operations Chief, the intern will undertake the following tasks:

| No | Duties and responsibilities | % of time |
|----|---|-----------|
| 1 | Objective of the Assignment: <ul style="list-style-type: none">• Multimedia content production and dissemination through the online communication platform: web site, social networks, publishing partners, etc.• Support for internal and external events: Multimedia coverage (photos, videos, writing), management of media and support for institutional spokespersons• Preparation of various communication materials: press releases, talking points, speeches, news sheets data, etc.• Design and implementation of communication plans and / or media for projects, initiatives and / or activities• Preparation and distribution of thematic bulletins• Monitoring in social media | |
| | Other: <ul style="list-style-type: none">• Support other/ad hoc activities as seen relevant and needed. | |

IV. Required Skills and Experience

Education:

Candidates must meet one of the following educational requirements:

- currently in the final year of a Bachelor's degree in Communications, Public Relations, Journalism, Audio Visual Productions or related areas.
- currently enrolled in a Master's degree in Communications, Public Relations, Journalism, Audio Visual Productions or related areas.
- have graduated no longer than 1 year ago from a master's degree in Communications, Public Relations, Journalism, Audio Visual Productions or equivalent studies.

Field of study: Communications, Public Relations, Journalism, Audio Visual Productions or equivalent.

IT skills:

- Knowledge and a proficient user of Microsoft Office productivity tools;
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Language skills:

- Fluency in written and spoken English and Spanish required;
- Knowledge of other UN languages is an advantage.

Experience:

No previous professional experience is required, but the presentation of evidence of experience in the areas that contemplate the internship, either in jobs professionals and / or academic, creative portfolio, experienced awards and / or participation in communication communities will be an asset.

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.

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.