

TERMS OF REFERENCE
Communications Intern for United Nation in India

Name of the unit	:	Communications
Post Title	:	Intern
Duty Station:	:	New Delhi
Duration	:	Minimum 3 months
Supervision	:	(Amrah Ashraf/ Mrinalini Santhanam)

Background

UN in India's Communications unit develops and implements communications strategies to reach out to the media and other key constituencies with UN's core messages and attempts to position the UN as a thought leader on the Sustainable Development Goals.

UN in India seeks to enlist an intern to assist the Communications unit in maintaining the UN India website, developing communications campaigns and social media campaigns, as well as supporting the creation of a range of communication material in building outreach efforts.

Duties and Responsibilities

The Intern will work very closely with the Communication Officer (Campaigns and Advocacy) and under the overall guidance of the Communications Specialist to carry out the following tasks:

- Support the Unit in maintaining the UN India website with written and multimedia content that is clear, concise, vivid, and conveys key messages to target audiences
 - Assist the Unit in regularly updating the UN in India website
 - Support the Unit in research, advocacy and social media outreach for UN in India campaigns
 - Provide writing and editorial support as may be required for knowledge products;
 - Provide documentation support as required;
 - Other tasks as requested by the supervisor
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Requirements

Education:

- The intern must have a Master's degree in arts, new media, communications or social sciences strongly preferred;

- Be enrolled in a graduate school programme (second university degree or equivalent, or higher); Be enrolled in the final academic year of a first university degree programme (minimum Bachelor's level or equivalent); Have graduated with a university degree and, if selected, must commence the internship within a two-year period of graduation.

Language:

- Excellent communication skills (written and oral) in English are required;
- Working knowledge of regional Indian languages is a distinct advantage.

Skills and Experience

- An understanding of online strategies, social media trends, new media best practices and and e-information architecture;
 - Experience in handling conferences and other large events;
 - Strong writing skills, particularly short, simple and engaging posts;
 - Strong interpersonal and communication skills and proven ability to work in a multicultural setting;
 - Understanding of development context in India's and UN's activities
 - Graphic designing, photography and video recording and editing skills is a distinct advantage.
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Application Information:

- UN in India will only be able to respond to those applications in which there is further interest;
- Selected applicants must provide the CV, cover letter, portfolio of communication work (if applicable), proof of school enrollment or degree, passport, and visa (if applicable).

Note:

- UN in India internship programme does not provide a salary or remuneration for the internship.
 - All the expenses connected with the internship will be borne by the intern, sponsoring Government or institution.
 - The intern is responsible for obtaining necessary visas and arranging travel to and from the duty station where the internship will be performed;
 - The intern must provide proof of enrollment in a health insurance plan, proof of school enrollment, a scanned copy of his/her passport, two letters of recommendation, and application.
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