



Terms of Reference

Intern, UNFPA Uzbekistan CO

Job title:	Communications Intern
Location:	UNFPA Uzbekistan, 14 M Tarobiy street 100090
Full/Part-time:	Full-time (approximately 40 hours per week)
Duration:	6 months (starting January-April 2021)

ORGANIZATION SETTING

Overview

The UNFPA Internship Program offers selected outstanding students the opportunity to acquire direct exposure to UNFPA areas of work for a period of 6 months. It is designed to complement development-oriented studies with practical experience in various aspects of UNFPA work.

Under the direct supervision of the Programme Associate on Advocacy/Communication the intern will support the implementation of communication activities of the UNFPA Uzbekistan Country Office.

A work-plan for the duration of the Internship and learning opportunities will be agreed upon. Periodic progress meetings will lead to a beneficial environment for the Intern enhancing her/his skills and capacity in areas related to UNFPA's mandate.

About UNFPA and How You Can Make a Difference:

UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA expands choices and possibilities for women and young people to lead healthy and productive lives. UNFPA's new strategic plan (2018-2021), focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices.

DUTIES AND RESPONSIBILITIES

The Intern may be responsible for the following duties:

- Establishing the work plan with clear key results agreed;
- Conducting research, collecting and analyzing data on various issues relevant to the UNFPA's work;
- Identifying, researching, drafting and editing content (text, photos, documents and multimedia) for analytical briefs, newsletters, briefing notes, notes to file, press-releases and other publications;
- Maintaining content on the website, social media accounts, Flickr (photography) account and other official digital communication outlets according to established policies;
- Assisting with media monitoring and preparation of media monitoring reports/summaries;
- Creating and editing infographics or videos for posting on official digital communication channels;
- Contributing to strategies for more effective audience engagement across communication channels using analytics and other statistical tools and techniques, identifying opportunities to reach a wider audience;
- Providing secretarial and logistics support in the coordination of agency's meetings, conferences and other events;
- Providing English-Uzbek-Russian written and oral translation;
- Completion of the performance assessment report with the supervisor;
- Performing other duties as required.

REQUIRED SKILLS AND EXPERIENCE

Interns are selected on a competitive basis. The following minimum qualifications are required:

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

- (a) Be enrolled in a postgraduate degree programme (such as a master's programme, or higher) in a field relevant* to the areas of UNFPA's work;
- (b) Be enrolled in the final academic year of a first university degree programme (such as bachelor's degree or equivalent) in a field relevant* to the areas of UNFPA's work;
- (c) Have recently graduated with a university degree (as defined in (a) and (b) above) and, if selected, must start the internship within one-year of graduation;
- (d) Be enrolled in a postgraduate professional traineeship program and undertake the internship as part of this program.

*Relevant fields of study for the present internship include: Journalism, Communications, Marketing, Advertising, Public Relations, Political Science, International Relations, International Development, Public health, Gender, Nonprofit management, Population and Development, or similar disciplines.

Languages: Applicants must be fluent in English, Russian and Uzbek languages. Knowledge of other UN official languages an asset.

Work experience: Applicants for the Internship Programme are not required to have professional work experience. However, prior experience (inc. internship, volunteering) relevant to one of the areas of UNFPA's work will be an asset. Prior experience in the communications field is desirable.

IT Skills: Applicants be computer literate in standard software applications (Microsoft Office software); technical knowledge of audio-visual media tools (such as Adobe Photoshop, Illustrator, InDesign, Canva) and social media tools is highly desirable.

Other skills: Strong communications skills: excellent listening skills and empathy, ability to write clearly and concisely;

Applicants must have solid research, analytical and writing skills; have demonstrated a keen interest in the work of UNFPA; have demonstrated the ability to successfully interact with individuals of different backgrounds and beliefs.

Residency: Only residents of the Republic of Uzbekistan are eligible for the current round of internship in UNFPA Uzbekistan CO.

LEARNING OUTCOMES

By enrolling in the assignment, the Intern will gain exposure to the following assets:

- Familiarize with the UN principles and values, and the UNFPA mandate areas;
- Get an impression of the day-to-day working environment of the United Nations
- Gain hands-on experience of working on the development issues within the UNFPA mandate
- Be exposed to the UNFPA programs and operations on a local, regional and global scale
- Receive coaching from top tier professionals
- Develop skills and competencies, including writing and formulating substantive documents using UN technical vocabulary
- Expand professional network by meeting and working alongside colleagues from different countries and cultures.

FINANCIAL ASPECTS

Interns do not receive a salary or any other form of remuneration from UNFPA. The costs associated with an intern's participation in the programme must be assumed either by the nominating institution, which may provide the required financial assistance to its students or by the students themselves, who will have to meet living expenses as well as make their own arrangements for accommodation, travel and other requirements.

If the Intern is not financially supported by any institution or programme, such as a university, government, foundation, or scholarship programme, he/she will receive a stipend to help cover basic daily expenses related to the internship. The amount of the stipend varies according to the duty station. The stipend for Uzbekistan is 227.14 USD per month.

In addition, applicants must have medical insurance for the duration of the internship. Proof of insurance will need to be submitted before the internship begins. UNFPA does not provide medical insurance for interns.

HOW TO APPLY

Your application for this internship must include:

1. CV (maximum length: 2 pages) that includes education, all past work experiences, IT skills, and two references.
2. An accompanying motivation letter (maximum length: 1 page) that **must** include:
 - Title of your latest degree programme, and your graduation date;
 - Preferable starting date for the internship (any date within the indicated period January-April 2021);
 - Relevant past experiences and IT skills that you are proficient in.
 - Why you are a strong candidate for the internship;
 - What you hope to gain from the internship.

Applications are accepted via email. Please email your CV and Motivation Letter to Ms Tatyana Nekhorina nekhorina@unfpa.org with a copy to Mr Umid Ermanov ermanov@unfpa.org using the subject line: "UNFPA 2021 Communications Internship Application".

Application Deadline

The deadline to apply for the internship is November 15th, 2020, 23:59 Tashkent local time (GMT+5). No applications will be accepted after the deadline.

Assessment

The evaluation of applicants will be conducted based on the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information about their profile and qualifications to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection may be subject to reference checks to verify the information provided in the application.

Potential candidates will be contacted for the interview. Due to the high volume of applications received, ONLY successful candidates will be contacted.

SPECIAL NOTICE

The internship may be conducted remotely due to COVID-19 and the related travel regulations.