



TERMS OF REFERENCE

POST TITLE:	Intern on Communications
ORGANIZATION UNIT:	UNFPA Asia and the Pacific Regional Office, Bangkok, Thailand
Starting Date:	ASAP
Duration:	6 months, with a minimum of 3 months

Background

UNFPA, the United Nations Population Fund, is an international development agency that promotes the right of every woman, man and child to enjoy a life of health and equal opportunity. UNFPA supports countries in using population data for policies and programmes to reduce poverty and to ensure that every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled.

UNFPA's Asia and the Pacific Regional Office (APRO) was established in July 2008 in Bangkok, Thailand, and provides leadership in positioning the agenda of the International Conference on Population and Development (ICPD) at the forefront of poverty reduction and development strategies, policies and debates throughout the region.

APRO coordinates, oversees, supports and monitors the work of UNFPA's 23 Country Offices (COs) in Asia and the Pacific aiming to strengthen all communications activities, materials and products, so that UNFPA can speak with one voice and become better recognized as a leader in its field.

Communications priorities for APRO include: (1) building the advocacy and communications capacity of country offices and supporting their media outreach efforts; (2) achieving greater visibility for issues related to the Programme of Action of the International Conference on Population and Development (ICPD), the Sustainable Development Goals (SDGs) and 2030 Sustainable Development Agenda and UNFPA's work in the Asia-Pacific region to propel all these imperatives and associated initiatives and platforms through positive coverage in influential international, regional and national media, including in donor countries, as well as online and via social media; (3) leveraging the impact of APRO-supported work by disseminating results to appropriate stakeholders including media; and (4) expanding the reach of the UNFPA Asia-Pacific regional website, social media and supporting initiatives to improve UNFPA internal communications.

Purpose of the Internship

The intern will assist the APRO Communications team through the scope of work as described below.

The intern will be responsible for:

- Organizing communications materials
 - Assist in collecting, organising, selecting and making use of powerful images on social media
 - Assist in organising, selecting and making good use of film/video footage on social media and in feature stories
- Content generation and social media

- Assist in creating simple but effective photo quotes and infographics for social media
 - Assist in locating social media focused content from UNFPA country offices, UN agencies and other partners' postings
 - Assist in identifying powerful stories from UNFPA country offices and partners, and collecting relevant information and products to promote them.
- General tasks
 - Support UNFPA to prepare materials and content for major activities, launches, and media outreach
 - Support and collaborate with Technical, Programme and Operations Teams
 - Assist in the coordination with UNFPA Country offices
 - Provide other support and assistance as required, including preparation and proof-reading of documents, and helping with correspondence and research.

Duration of assignment, duty station and expected places of travel

- The internship will be for a period of 6 months.
- The internship will not be remunerated.
- Duty station is Bangkok.
- The internship will not require travel.

Profile of the Intern

- Currently enrolled in or having completed a Bachelor's or equivalent degree in Journalism, Communications, Arts, Information Communications Technology, International Relations or other related fields;
- Demonstrable skills in analytical thinking, communication and research;
- Written and spoken proficiency as well as good writing and editing skills in English;
- Proficient in computer skills and having a knowledge of automated systems;
- Strong organizational, communication and interpersonal skills with the ability to work under pressure within an international setting;
- Ability to adapt to new environments and to establish and maintain good working relations with individuals of different cultural backgrounds;
- Ability to perform a variety of administrative tasks.

PROVISION OF MONITORING AND PROGRESS CONTROLS

The intern will work under the primary supervision of the Regional Communications Adviser, UNFPA APRO, and interact on a daily basis with the wider Communications team and other APRO colleagues.