**Externally funded internship/FELLOWSHIP**

**TERMS oF reference**

**I. Identification of the post**

Title: Communications Intern

Sector of assignment: Communications and Knowledge Management

Organizational unit: UNDP RBAS Regional Programme for Arab States

Country and Duty Station: Jordan, Amman

Expected duration: 9 months

Expected starting date: June 2023

Supervisor’s name: Paola Pagliani

Supervisor’s title: Regional Programme Coordinator

**II. CORPORATE BACKGROUND:**

UNDP works in about 170 countries and territories, helping to eradicate poverty, reduce inequalities and exclusion, and build resilience so countries can sustain progress. As the UN’s development agency, UNDP plays a critical role in helping countries achieve the Sustainable Development Goals.

**III. RECEIVING OFFICE BACKGROUND:**

The Regional Bureau for Arab States (RBAS) serves as the headquarters for UNDP country offices in 16 Arab countries, with the 17th located in the occupied Palestinian territory. In addition to its presence in New York, RBAS has its main office in the Regional Hub based in Amman, Jordan with some staff based in Beirut (Lebanon), , and Dubai (UAE).

In line with UNDP Strategic Plan 2022-2025, RBAS is working to strengthen its support to countries to implement the 2030 Agenda for Sustainable Development. It also coordinates and implements regional initiatives under the Regional Programme for Arab States 2022-2025 which touches upon the following areas of work: governance and anti-corruption, regional economic integration, knowledge economy, conflict prevention and peacebuilding, climate resilience, gender equality and women’s empowerment, resilience building, youth economic empowerment and civic participation, among others. Through its regional projects, the Regional Programme **generates** and avails development knowledge, experience and expertise to countries across the region; **supports** the creation and development of inter-country platforms and networks (governmental and non-governmental) to address shared challenges at a sub-regional and regional levels; **facilitates** inter-country collaboration on cross-border issues, such as trade, environment and migration; **advances** regional dialogues and experience exchanges on development issues that may be sensitive, where regional level advocacy may enable country level engagement and action, such as with efforts to fight corruption and exclusionary practices targeting certain groups; and **promotes** experimentation and innovation to help overcome institutional, financial and knowledge barriers that may be too high for an individual country to surmount.

**III. DUTIES:**

The Intern/Fellow will assist in the following duties and responsibilities:

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| **No** | **Duties and responsibilities** | **% of time** |
| 1 | Contributing to communicating results of the regional programme   * Ensure the visibility of the overall regional programme and clearly communicate its achievements internally and externally * Compile projects results and develop communication material that reflects the overall progress of the programme in the different thematic areas. * Contribute to the development of brochures, videos and infographics, with a specific focus on bringing visibility to the lessons learned and good practices out of the reported results. * Produce stories and articles on regional programme’s activities and support the finalization of news prepared by the project staff. * Prepare and update common messaging to ensure that the communication about the regional programme is done in a consistent and coherent manner * Support the development of relevant content for the regional programme social media accounts, and identify and develop new and creative opportunities to raise awareness about Regional Programme priority areas * Support updating content related to the Regional Programme on RBAS website | **50%** |
| 2 | Supporting programme’s knowledge management   * Update a calendar of events and Knowledge products produced under the Regional Programme * Provide quality assurance to the knowledge products developed by the regional projects when requested | **30%** |
| 3 | Other:   * Collaborate with RBAS NY and Hub partnership and communication team to ensure the streamline and alignment of Regional Programme communication function with other communication activities within the bureau. * Support major RBAS communication activities, if needed. * Support other/ad hoc activities as seen relevant and needed. | **20%** |

**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 postgraduate programme (such as a Master’s programme or higher); or
* have graduated no longer than 1 year ago from a university degree or equivalent studies.

Field of study: Communications, Marketing, Information management or equivalent, with demonstrable knowledge/understanding of the current political and development context of the Arab region

**IT skills:**

* Knowledge and a proficient user of Microsoft Office productivity tools;
* Proficient in the use of online communication platforms and web-based systems
* Knowledge of social media and web analytics
* Graphic/web design experience is an asset

**Language skills:**

* English is required;
* Knowledge of French and/or Arabic 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;
* 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.