**Externally funded internship/FELLOWSHIP**

**TERMS oF reference**

**I. Identification of the post**

Title: Digital Heritage Intern

Sector of assignment: Cultural Heritage

Organizational unit: UNDP Cyprus

Country and Duty Station: Cyprus, Nicosia

Expected duration: 6-9 months

Expected starting date: 1 September 2023

Supervisor’s name: Ms. Fatma Terlik

Supervisor’s title: Project Manager

**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:**

Since 2001, the UNDP programme in Cyprus has been delivering mainly EU funded interventions, to support Greek Cypriots and Turkish Cypriots on confidence building measures by encouraging dialogue and cooperation, and supporting the development of environmental, economic and social infrastructure on the island.

As such UNDP in Cyprus provides a diverse package of programmatic services to a range of partners which contribute to building a conducive environment for the peace process. In particular, the implementation of confidence building measures contributes to the building of trust between the two communities while demonstrating to the public at large that the communities can work together on critical issues that are of importance to all inhabitants of Cyprus across three focus areas:

* Empowering communities to protect cultural heritage
* Strengthening inter-communal mechanisms
* Improving environmental, social and economic infrastructure
* One intern will be hired through this process.

The position of the Cultural Heritage Intern will be part of the team under Project Manager and responsible for supporting the office and projects on cultural heritage focusing on communications and community involvement. The Cultural Heritage Intern will be involved in communications and community involvement activities, as well as digital heritage activities for the projects of the Technical Committee on Cultural Heritage.

**III. DUTIES:**

The Intern will assist in the following duties and responsibilities:

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

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| --- | --- | --- |
| **No** | **Duties and responsibilities** | **% of time** |
| 1 | **Support communications and awareness raising for the TCCH projects:**   * Support the developing appropriate digital communications products and conduct activities that ensure effective communication with targeted audience(s); * Pitch stories about the projects and impact of activities to targeted audiences for digital distribution * Support the creation and uploading of content for the UNDP Cyprus and TCCH websites; * Create material and draft content and updates for all digital channels across web and social media channels for the UNDP cultural Heritage projects (UNDP Facebook Page, UNDP twitter ,UNDP Instagram etc). * Research and monitor relevant websites and social media channels as needed to feed content into the work of the communications team; * Support the selection and achieving of photos; * Carry out analytics compiling and reporting; * Undertake online media review and provide summaries of related content to the team; * Undertake any other tasks related to graphic design, web design, web content generation; * Draft press releases and other information and communications material; * Support the dissemination of the work of the TCCH to international networks and platforms; | **40%** |
| 2 | **Support community engagement and awareness raising for the** **protection and preservation of Cyprus’s diverse and shared cultural heritage:**   * Assist the communications and cultural heritage team and provide logistical support for the organisation of key community engagement, knowledge-sharing and awareness raising events. * Networking with local stakeholders for the purpose of community engagement * Support the organisation and implementation of youth engagement related activities, as for example the ones related with the TCCH Heritage Youth Ambassadors | **40%** |
| 3 | **Support the digitisation of Cultural Heritage, Online Accessibility and Digital Preservation:**   * Support the creation and uploading of content for the TCCH Digital Heritage platform; * Support the team for the organisation of events for the promotion of the TCCH digital heritage products; | **15%** |
| 4 | **Other:**   * Support other/ad hoc activities related to the digitalization and digital transformation as seen relevant and needed. | **5%** |

**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: **Digital Heritage Studies, Information and Technology,**  or equivalent.

**IT skills:**

* Knowledge and a proficient user of Microsoft Office productivity and collaboration tools including Word, Excel, PowerPoint, Outlook, Teams and OneDrive;
* Knowledge of Adobe Creative Suite Software is an asset;
* Knowledge of Microsoft SharePoint / Intranet platform is an asset;
* Experience in website administration (including content management system) and administering social networks is required
* Experience in events planning is desirable.
* Experience in website management, content creation, digital communications is preferred.
* Experience with web-based applications, basics of HTML, as well as video and photo editing and design software is preferer

**Language skills:**

* Proficiency in English is required;
* Knowledge of Turkish and/or Greek will be 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.