

INTERNSHIP TERMS OF REFERENCE

I. IDENTIFICATION OF THE POST

Title:	Intern
Sector of assignment:	Communications
Organizational unit:	UNDP Suriname Country Office
Country and Duty Station:	Suriname, Paramaribo
Internship duration:	6 months
Supervisor's name:	Armstrong Alexis
Supervisor's title:	Deputy Resident Representative

II. CORPORATE BACKGROUND:

UNDP works in about 170 countries and territories, helping to achieve the eradication of poverty, and the reduction of inequalities and exclusion. We help countries to develop policies, leadership skills, partnering abilities, institutional capabilities and build resilience in order to sustain development results.

UNDP is working to strengthen new frameworks for development, disaster risk reduction and climate change. We support countries' efforts to achieve the new Sustainable Development Goals, which will guide global development priorities through 2030. The key 2030 Agenda principle of leaving no one behind and stamping out inequality is at the core of everything we do.

UNDP focuses on helping countries build and share solutions in three main areas:

- Sustainable development
- Democratic governance and peacebuilding
- Climate and disaster resilience

In all our activities, we encourage the protection of human rights and the empowerment of women, minorities and the poorest and most vulnerable.

III. INTERNSHIP OFFICE BACKGROUND:

UNDP Suriname Country Office is a small Country Office with limited capacity in Communications. Over the years, the programmatic gains of the Office have not been optimally shared with stakeholders, thus limiting the extent of awareness of the work, successes, gains, and development contribution of the UNDP in Suriname.

Under the guidance and direct supervision of the UNDP Deputy Resident Representative, the Communications Intern supports the implementation of the communications and advocacy strategies of the office to increase the standing and awareness of UNDP with partners, the media and the public. The Communications Intern promotes a client-oriented approach in UNDP.

The Communications Intern works in close collaboration with the Management Support and Business Development, Programme, Operations and project staff in the Country Office to design and distribute communications material in print, electronic, and social media. .

III. DUTIES:

The intern will assist in the following duties and responsibilities:

No	Duties and responsibilities	% of time
<i>In this section list the primary responsibilities and tasks of the position. (Include percentages for each duty.)</i>		
1	Help design a Communications and Advocacy Strategy for the Country Office focusing on achievement of the following results: 1. Highlighted achievements in each of the programme areas of the Country Office 2. Audio-visual product development to promote the work of the Country Office 3. Social media and Internet content management	35%
2	Supports the implementation of Country Office communications and advocacy strategies and Country Office publications policy focusing on achievement of the following results: 1. Logistical support to the organization of publicity/outreach for the Country Office interventions. 2. Maintenance of information database and photo library 3. Collection of information, and preparation of content for the Country Office web sites 4. Logistical support to UN information campaigns (UN Day, World AIDS Day, etc.) 5. Participation in the UN Communications theme groups.	30%
3	Provide support to the Country Office staff and facilitate knowledge building and knowledge sharing focusing on achievement of the following results: 1. Identification, documenting and drafting of best practices and lessons learned. 2. Writing human interest stories for publication on the Country Office website and social media platforms. 3. Preparation of communication material highlighting major programme and projects achievements. 4. Support training of the CO staff on effective communications and advocacy. 5. Support other/ad hoc activities as seen relevant and needed.	35%

IV. REQUIREMENTS AND QUALIFICATIONS

Education:

Candidates must meet one of the following educational requirements:

6. currently in the final year of a Bachelor's degree; or
7. currently enrolled in a Master's degree; or
8. have graduated no longer than 1 year ago from a master's degree or equivalent studies.

Field of study: **Information and Communication Technology (ICT)** or equivalent.

IT skills:

9. Knowledge and a proficient user of Microsoft Office productivity tools;
10. **Word**
11. PowerPoint
12. Graphics

Language skills:

13. **Sound writing and spoken English** required;

Functional Competencies:

- ☐ Building Strategic Partnerships through efficient written and spoken communication
- ☐ Promoting Organizational Learning and Knowledge Sharing
- ☐ Job Knowledge/Technical Expertise
- ☐ Familiarity and competence in the use of Social Media
- ☐ Client Orientation

Other competencies and attitude:

- 14. Interest and motivation in working in an international organization;
- 15. Good analytical skills in gathering and consolidating data and research for practical implementation;
- 16. Outgoing and initiative-taking person with a goal oriented mind-set;
- 17. Communicates effectively when working in teams and independently;
- 18. Good in organizing and structuring various tasks and responsibilities;
- 19. Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- 20. Responds positively to feedback and differing points of view;
- 21. Consistently approaches work with energy and a positive, constructive attitude.

V. INTERNSHIP CONDITIONS

- 22. UNDP internships are not remunerated. All expenses connected with the internship will be borne by the intern or her/his sponsoring entity;
- 23. UNDP accepts no responsibility for costs arising from accidents and/or illness or death incurred during the internship;
- 24. Interns are responsible for obtaining necessary visas and arranging travel to and from the duty station where the internship will be performed;
- 25. Interns are not eligible to apply for, or be appointed to, any post in UNDP during the period of the internship;
- 26. Interns must provide proof of enrolment in health insurance plan;
- 27. Interns are not staff members and may not represent UNDP in any official capacity;
- 28. Interns are expected to work full time but flexibility is allowed for education programmes;
- 29. Interns need to obtain financing for subsistence and make own arrangements for internship, travel, VISA, accommodation, etc.

30. Living Conditions at the Duty Station:

Suriname is a Middle Income Country with good, secure and safe housing options. Access to all of the basic amenities, good health services and low crime rate characterizes the capital, Paramaribo. The Banking Sector is robust and modern and credit cards are used across the city. Public transportation (buses and taxi) is safe and there is a small expatriate community, which facilitates the establishment social networks and intercultural engagements.