



Terms of Reference Intern

Job title:	Intern, Media and Communications
Location:	UNFPA, Mongolia
Full/Part-time:	Full time with an expected amount of approximately 40 hours per week
Duration:	6 months (December 2021 – May 2022)

The Position:

Under the overall guidance of the Assistant Representative and with the direct supervision of the Media and Communications Analyst, the Intern will support the Media and Communications activities of the Country office.

A work-plan with achievements 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.

About UNFPA and How You Can Make a Difference:

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 ensure that every pregnancy is wanted, every childbirth is safe, and every young person's potential is fulfilled.

UNFPA Mongolia Country Office is currently implementing the 6th Country Programme for Mongolia, with a focus specifically on youth development, sexual and reproductive health and rights for youth, and addressing Gender-based Violence: contributing to the development of a policy environment that 1) promotes quality Sexual and Reproductive Health services for youth; 2) allows for the implementation of Life Skills Education programmes based on human rights and gender equality; 3) encourages greater youth participation and increased representation, particularly for girls, in national laws; and 4) advances stronger protection systems to address violence against women and girls with enhances multi-sectoral response, including in humanitarian settings.

The Country Programme, which covers the period from 2017 to 2022, is to help Mongolia achieve the Sustainable Development Goals, and it is closely coordinated with other UN agencies within the UN Development Assistance Framework (UNDAF).

You would be responsible for:

Research, Knowledge Management and Communication

- Support conducting research in the thematic priority areas that are determined jointly by the supervisor and the Intern on media and communications issues, including audience data collection and social media and online marketing;
- Data and information collection in close collaboration with the Media and Communications Analyst;

- Support compiling good practices, lessons learnt, experiences and stories under Adolescents and Youth, Combating Gender Based Violence, Sexual and Reproductive Health and Reproductive Rights portfolio work;
- Engage with the program teams in generating, production and dissemination of creative and innovative ideas for UNFPA's communication activities;
- Assist in preparation of knowledge resources, concept notes, communications and background materials for internal and external use, including the UNFPA Mongolia newsletter.

Project Implementation Support

- Undertake general administrative tasks such as preparing PowerPoint presentations, filing, documentation, scanning etc.;
- Provide support to the UNFPA Programme in organizing seminars, workshops, conferences, where applicable;
- Participate in various meetings with UNFPA staff to advocate for SRH and RR, for gender equality and women empowerment, for youth development, and to document key achievements;
- Perform any other duties that UNFPA may assign.

Your Education:

Applicants to UNFPA's internship programme must at the time of application meet the following requirements:

- Be a fresh graduate within one year or currently enrolled in the final academic year of a first university degree programme or be enrolled in a postgraduate degree programme (such as a master's programme, or higher);
- Preferred areas of studies are journalism, media and communications, marketing, business administration or other similar subjects at the university level;

Your Experiences:

- Previous volunteer experience from the non-profit sector or engagement with youth groups is an advantage.
- Understanding research and creative thinking;
- Ability to think and work logically and work precisely with attention to detail;
- Takes initiative, makes sound judgment and demonstrated ability to work harmoniously with staff members of different national and cultural backgrounds;
- Proficiency in graphic design and photography is an advantage;
- Excellent communication skills (written and oral) in English and Mongolian are required;

Learning Elements:

Upon completion of the assignment, and depending on its duration, the Intern will gain the following knowledge assets:

- Increased understanding of UNFPA's work and the UN system;
- Understand UNFPA communications design and delivery mechanisms;
- Learn UN technical language, working procedures, and coordination mechanisms;
- Work experience as a team member in a multicultural setting;
- Increased substantive knowledge of media and communication strategy and planning specific to Mongolia;
- Increased knowledge related to programme implementation, documentation and management;
- Networking connections with UN colleagues

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. However, they receive a stipend to help cover basic daily expenses related to the internship, if not financially supported by any institution or programme, such as a university, government, foundation, or scholarship programme. The amount of the stipend varies according to the duty station. 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.