

TERMS OF REFERENCE FOR INTERNSHIP

PART I	
Title of Assignment	Communication Internship
Section	Communication and Partnership
Location	Pretoria, South Africa
Duration	6 months
Start date	From: As soon as the recruitment is complete

Background and Justification

The purpose of this internship is to assist with developing content for use on websites, social media platforms and to support communications (internal and external). The intern will be for a period of 6 months and assist the partnerships and communications unit in strengthening communications.

Scope of Work

The following is required from the intern in the execution of this assignment:

Deliverables	Duration (Estimated # of days or months)	Timeline/Deadline
Writing	<ul style="list-style-type: none"> • Drafting human interest stories • Regular writing of articles for website • Update website • Editing documents 	Ongoing
Media monitoring of English print and electronic media	<ul style="list-style-type: none"> • Daily selection of news clippings. • Ad-hoc selection of UNICEF headlines related to UNICEF issues 	08h30 - 10h30 daily
Meetings	<ul style="list-style-type: none"> • Taking minutes at communication section 	Once a month

	meetings.	
Documentation	<ul style="list-style-type: none"> Familiarising oneself with the placement of documents for easy access. 	Once every two weeks
Research	<ul style="list-style-type: none"> Assisting the Section with researching information on a range of issues. Keep abreast of international and domestic news. 	Ad-hoc Daily
UNICEF Website	<ul style="list-style-type: none"> Assisting with keeping the website current. 	Ad-Hoc/ Daily
Exhibitions	<ul style="list-style-type: none"> Preparing and manning exhibition tables of information materials at UNICEF events for all units including outreach events, report launches, seminars, commemorative days and similar initiatives. Preparing registration forms for outreach events. 	Ad-hoc Ad-hoc
Social Media	<ul style="list-style-type: none"> Assist with developing social media posts for facebook and twitter for all UNICEF related issues. 	Daily
Content generation	<ul style="list-style-type: none"> Write copy, source relevant information and develop non-written content that can be used for marketing purposes. 	Weekly
Project Management	<ul style="list-style-type: none"> Assist and support the management of project communication between UNICEF and service providers. 	Weekly
Databases	<ul style="list-style-type: none"> Develop or improve databases for media, service providers and stakeholders 	Weekly

Additional guidance: The intern will do a monthly report detailing all deliverables.

Payment Schedule

R8, 000 stipend will be paid for each month against approved monthly reports

Desired competencies, technical background and experience

- a) A first university degree, preferably in journalism, media or similar field
- b) Fluency and proven native-level writing skills in English. A second local language is desirable.
- c) Outstanding research and analytical skills, including strong ability to analyse, integrate and summarise information from a wide range of sources;
- d) Excellent writing skills in English, including a demonstrated ability to draft clear and concise reports;
- e) Good computer skills, including familiarity with search engines and academic databases;
- f) Ability to work independently and to ensure high-quality deliverables;
- g) Demonstrated capacity to carry out the assignment within allocated timeframe.

Administrative issues

The intern will be required to be based at the UNICEF office. Time worked away from the office will require the permission of the manager of the intern.

Conditions

The successful intern will be governed by the following conditions:

- **Status:** Although not considered a staff member of UNICEF, the intern shall be subject to the authority of the Executive Director and the authority delegated by her to Director and Heads of Offices. Interns are not entitled to the privileges and immunities accorded by member states to UNICEF's officials and staff members.
- **Financial Support:** Interns are not be paid by UNICEF and must make own arrangements for living expenses. Travel costs to and from the duty station and living accommodations are also their own responsibilities or those of the sponsoring institution.
- **Medical Health and Coverage:** UNICEF accepts no responsibility for costs or fatality arising from illness or accidents incurred during the internship; therefore, the intern must carry adequate and regular medical insurance.
- I will be covered by the following health during the internship period (**UNICEF internship policy requires that you be covered by medical insurance during the entire period of internship, which you should provide**):

- **Passports and Visas:** The intern is responsible for obtaining necessary passport and visas when required. UNICEF will issue only a letter stating acceptance of an individual as an intern and the conditions governing the internship.
- **Confidentiality and Publication of Information:** As an intern, you will respect the confidentiality of information that you collect or are exposed to at UNICEF. No reports or papers may be published based on information obtained from UNICEF without the explicit written authorization by the Head of Office or Division Director.
- **Employment Prospects:** The UNICEF internship programme is not connected with employment and there is no expectancy of such. Interns cannot apply for posts advertised internally to UNICEF staff during the period of internship.

Other Conditions:

- The intern will work on computer(s) provided by the office.
- Local travel (outside Gauteng) and airport transfers (where applicable) will be covered in accordance with UNICEF's rules and tariffs.
- Flight costs will be covered at economy class rate as per UNICEF policies.
- Any air tickets for travel, will be authorized by and paid for by UNICEF directly, and will be for the attendance of meetings and workshops (if contractor is from outside Gauteng)
- The candidate selected will be governed by and subject to UNICEF's General Terms and Conditions for interns.

How to Apply

Interested and qualified candidates are requested to submit their application to the following link: [https://www.unicef.org/about/employ/?job= 505096](https://www.unicef.org/about/employ/?job=505096) By **23 June 2017**.

This notice will appear on <http://www.unicef.org/about/employ/>, <http://www.unicef.org/southafrica>, UN Job List, UN Jobs and Reliefweb.

If you have not been contacted within 1 month of the closing date please accept that your application was unsuccessful. Regret emails will be sent to shortlisted/contacted candidates.

UNICEF is committed to diversity and inclusion within its workforce, and encourages qualified female and male candidates from South African nationals, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of our organisation.