**Terms of Reference** 

**Communications Intern, UNFPA Kenya**

**Job title:** Communications Intern

**Location:** UNFPA Kenya Country Office, Block Q, UN Avenue, Gigiri, Nairobi

**Full/Part-time:** Full-time

**Remote/In person:** In person

**Duration:** 6 months

**The Position:**

Under the direct supervision of the Communications Specialist UNFPA Kenya, the intern will support the Kenya Country Office in the areas of communications including working with programme staff in the communication and promotion of UNFPA’s work in Kenya.

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 and capacity in areas related to UNFPA’s mandate and OSQA/PD.

**About UNFPA and How You Can Make a Difference:**

UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA’s strategic plan (2022-2025), reaffirms the relevance of the current strategic direction of UNFPA and focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices. These results capture our strategic commitments on accelerating progress towards realizing the ICPD and SDGs in the Decade of Action leading up to 2030. Our strategic plan calls upon UN Member States, organizations, and individuals to “build forward better”, while addressing the negative impacts of the COVID-19 pandemic on womens’ and girls’ access to sexual and reproductive health and reproductive rights, recover lost gains and realize our goals.

UNFPA is seeking candidates that transform, inspire, and deliver high impact and sustained results. We need interns who are exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in programme results.

**You would be responsible for:**

* Supporting day-to-day communications tasks while ensuring that the UNFPA’s brand is adhered to and represented effectively.
* Support in producing a variety of communication assets including e-newsletters, website articles, brochures, short videos.
* Monitoring social media and digital news sources to generate periodic reports
* Planning social media calendars and creating social media posts.
* Support planning and logistics for external events such as report launches, conferences, workshops, and other activities organized by the team.
* Updating the country office Multimedia folder with new image and video assets.
* Performing other related duties, as required.

**You Have:**

**Your Education:**

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

1. Be enrolled in a postgraduate degree programme (such as a master’s programme, or higher) in communications, journalism, marketing or related fields.
2. Have recently graduated with a university degree in communications, journalism, marketing or related fields; and, if selected, must start the internship within one-year of graduation.

**Your Experiences:**

* Some experience in working with development agencies, including in volunteer capacity.
* Fluency in English. Knowledge of other languages is an asset.
* Strong analytical and writing skills.
* Some design skills and experience with tools such as Canva, Photoshop, Illustrator and InDesign
* Initiative, sound judgment and demonstrated ability to work harmoniously with staff members from different national and cultural backgrounds.

# Learning Elements:

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

1. Increased understanding of the UNFPA mandate and policies.
2. Develop skills in the production of a wide range of internal and external communication materials.
3. Learn UN technical language, working procedures, and coordination mechanisms.
4. Write and formulate substantive documents.
5. Network with UN colleagues
6. Work experience as a team member in a multicultural setting

**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.

**How to Apply**

Interested and qualified candidates are encouraged to apply on this link.

[View the external job posting](https://estm.fa.em2.oraclecloud.com/hcmUI/CandidateExperience/en/job/11213)