



TERMS OF REFERENCE FOR THE RECRUITMENT OF AN INTERN ON COMMUNICATIONS

Hiring Office:	UNFPA Liberia
<i>Purpose of Internship:</i>	<p>Background</p> <p>UNFPA, the United Nations Population Fund, is the United Nations sexual and reproductive health agency. UNFPA promotes gender equality and empowers women, girls, and young people to take control of their bodies and their futures.</p> <p>UNFPA supports countries 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. Active in Liberia since 1979, UNFPA helps to deliver better emergency obstetric and newborn care, prevent, and treat obstetric fistula, manage reliable supplies of modern contraceptives, and stop gender-based violence. Recovering from 14 years of conflict that ended in 2003, many people in Liberia still live in poverty. Young people face formidable challenges; early marriage and pregnancy are common among girls.</p> <p>UNFPA's focus on youth includes supporting targeted sexual and reproductive health care services and comprehensive sexuality education. It also provides technical support for population data collection and analysis to inform policies on youth, gender equality, and sexual and reproductive health. In Liberia, UNFPA also provides leadership in positioning the International Conference on Population and Development (ICPD) Programme of Action at the forefront of poverty reduction and development strategies and policies. To do that, UNFPA's work in Liberia aims, among others, to strengthen all communications activities, materials, and products so that UNFPA can speak with one voice and become better recognized as a leader in its field.</p> <p>The communications priorities for UNFPA in Liberia include: (1) achieving greater visibility for issues related to the Programme of Action of the International Conference on Population and Development (ICPD), the 2030 Sustainable Development Agenda, and the Sustainable Development Goals (SDGs), (2) leveraging the impact of country-supported work by disseminating results to appropriate stakeholders including media; and (3) expanding the reach of the UNFPA Liberia website, social media and supporting initiatives to improve UNFPA external communications.</p> <p>Purpose of the Internship</p> <p>The intern will assist the Communications team through the scope of work as described below.</p>
<i>Scope of work: (Description of services, activities, or outputs)</i>	<p><i>S/He will specifically:</i></p> <p><i>Organizing communications materials for social media and web</i></p> <ul style="list-style-type: none"> • Assist in collecting, organizing, selecting, and making use of powerful images and film/video footage on social media, • Assist in creating simple but effective quotes and infographics for social media, • Assist in locating and collating social media-focused content from UNFPA Liberia country programme units and implementing partners for posting. • Assist in locating and drafting human-interest stories from UNFPA-supported programmes and implementing partners for posting on the UNFPA Liberia and UN in Liberia web pages. • Provide other support and assistance as required, including preparing and proofreading documents and helping with correspondence and research. • Support UNFPA in preparing materials and content for major activities,

	launches, and media outreach.
<i>Duration and working schedule:</i>	The Internship is for 4 months, and the successful candidate will work according to the working schedule at UNFPA Liberia (Mondays to Fridays).
<i>Location:</i>	The Intern will be based in Monrovia.
<i>Supervision, Monitoring and progress control, including reporting requirements:</i>	<p>The intern will work under the primary supervision of the Advocacy and Communications Officer and interact daily with other UNFPA Liberia colleagues.</p> <p>The supervisor will evaluate the Intern at the end of the internship. A copy of the evaluation will be provided to the intern, and the original will be submitted to Human Resources.</p>
<i>Expected travel:</i>	The Intern may be required to travel out of the Duty Station (Monrovia).
<i>Required expertise, qualifications, and competencies, including language requirements:</i>	<p>The Intern should be below 25 years and must be a Liberian National or foreign resident in Liberia with the following qualifications:</p> <p><i>Education</i></p> <ul style="list-style-type: none"> • Currently enrolled in or have completed a bachelor’s or equivalent degree in Journalism, Communications, Arts, Information Communications Technology, International Relations, or other related fields, <p><i>Skills and Competencies</i></p> <ul style="list-style-type: none"> • Demonstrable skills in analytical thinking, communication, and research, • Written and spoken proficiency, as well as good writing and editing skills in English, • Proficient in computer skills and having a knowledge of automated systems, • Strong organizational, communication, and interpersonal skills with the ability to work under pressure within an international setting, • Ability to adapt to new environments and to establish and maintain good working relations with individuals of different cultural backgrounds, • Ability to perform a variety of administrative tasks. <p><i>Key Competencies</i></p> <ul style="list-style-type: none"> • Fluent in English communication skills, both written and verbal • Time management. • Attention to detail. • Creativity and innovation.
<i>Inputs/services to be provided by UNFPA or implementing partner (e.g., support services, office space, equipment), if applicable:</i>	<p>The Intern will be provided with needed office space, laptop, and Internet connectivity while in the office.</p> <p>S/He is expected to bring along their cell phone for communication.</p> <p>Once approved, the Intern will receive entry passes to the ONE UN house premises during the internship.</p>
<i>Other relevant information or special conditions, if any:</i>	<p>The successful applicant will be required to start on Monday, 04 September 2023.</p> <p>A monthly stipend for transport costs shall be paid for the internship duration.</p> <p>Where appropriate, the intern will be reimbursed for travel expenses incurred during official travel authorized by UNFPA.</p>

Please note that this post is a National Post and applicants of either sex are encouraged to apply. Preference will be given to equally qualified women candidates. UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Please submit all fraudulent notices, letters or offers to the UNFPA fraud hotline at <http://www.unfpa.org/help/hotline.cfm>

HOW TO APPLY

Candidates should submit their applications indicating the post, attach an updated CV, and a completed **United Nations Personnel History Form (From P.11)** obtainable from the UNFPA website at www.unfpa.org. **ALL APPLICATIONS, WITH RELEVANT ATTACHMENTS, SHOULD BE EMAILED TO:** ewatkins@unfpa.org, with a copy to: gaye@unfpa.org, hessou@unfpa.org

The deadline for submission of the application is 28 August 2023. UNFPA will only respond to applicants who will meet the stated job requirements.