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Terms of Reference

UNDP Communications Internship

I. Assignment Information

Title: UNDP Communications Intern

Providing communications support to the UNDP Sub-regional Office for Barbados and the OECS and work experience in the UN System for the intern

Duty Station: Barbados and the OECS Sub-regional Office

Starting Date: 4 November 2019

Duration of the Internship: 3 days per week over 6 months

II. Background:

UNDP is one of the leading development partners currently serving Barbados and the islands of the OECS. Our mandate requires us to act in partnership with the governments and people of the sub-region to enhance people-centered development and mitigate risk in Small Island Developing States (SIDS).

Our sub-regional office works with the Organization of Eastern Caribbean States (OECS) and the Government of Barbados within programmatic areas focusing on sustainable human development, climate change and disaster risk resilience and energy and the environment. The OECS was created in 1981, under the Treaty of Basseterre and include the following Member States: Anguilla; Antigua and Barbuda; the British Virgin Islands; the Commonwealth of Dominica; Grenada; Montserrat; Saint Lucia; St. Christopher (St. Kitts) and Nevis; and St. Vincent and the Grenadines. The main organ of the OECS, the OECS Commission is located in Castries, Saint Lucia and the majority of the Member States share one currency, the Eastern Caribbean currency.

Barbados, though not a member of the OECS, works in conjunction with Member States to create an enabling environment where national governments have the capacities for inclusive and sustainable human development; to meet their regional commitments, and internationally agreed goals including as the Sustainable Development Goals.

In meeting its commitment to the people of the sub-region, UNDP recognizes that the human resource capacity, particularly of young professionals, needs to be harnessed and nurtured for the overall benefit of the people of the sub-region. In that regard, UNDP has launched an Internship Programme that will serve two main purposes;

1. Sensitize young people to the work and mandate of UNDP
2. Provide meaningful professional opportunities to young professionals to assist them in honing skills and applying their knowledge in a development context.

Objectives:

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The Internship Programme offers a small group of outstanding students the opportunity to acquire direct exposure to UNDP's work. It is designed to complement development-oriented studies with practical experience in various aspects of multilateral technical cooperation.

Through the internship, UNDP Barbados and the OECS will:

- i. Provide a framework by which undergraduates in the final year, graduate and post-graduate students from diverse academic backgrounds will be assigned a specific assignment in keeping with the intern's educational experience, interest and delivery requirements of the office
- ii. Sensitize interns to the mandate and practical operations of UNDP
- iii. Place innovative and emerging development perspectives and skills at the disposal of the UNDP Multi-Country Office (MCO)

III. Duties and Responsibilities

This internship will provide the intern with good grounding in the various aspects of UNDP's portfolio. In particular, insights will be provided into the technical support being provided by UNDP through a direct interface with various programmatic areas. A summary of the key duties and responsibilities of the intern is as follows:

- Assist with social media management
- Assist with content development, especially graphic design
- Assist with knowledge management
- Assist with event and campaign management

IV. Description of the Internship

The intern is expected to work at UNDP office under the supervision of the Communications Associate, or other designated officer. An internship is a work experience tool and not a job.

Interns are not financially remunerated by the United Nations. Costs and arrangements for travel, visas, accommodation and living expenses are the responsibilities of interns or their sponsoring institutions.

The United Nations accepts no responsibility for the medical insurance of the intern or costs arising from accidents and illness incurred during an internship. Applicants for internship must show proof of valid medical insurance coverage and provide a medical certificate of good health.

UNDP does not pay for internships. The costs associated with the latter must be borne by the nominating institution, related institution or government, which may provide the required financial assistance to its students; or by the student, who will have to obtain financing for subsistence and make his or her own arrangements for travel, accommodation etc.

Further Career Opportunities:

The purpose of internships is not to lead to further employment with UNDP but, as mentioned, to complement an intern's studies. However, a number of interns, having completed their studies and met the necessary requirements, have gone on to further assignments with the UNDP or elsewhere in the United Nations system.

V. Duration of the Internship

The duration of the internship is over a period of 6 months and the programme is part time. The intern is expected to work 2 or 3 days per week (8:30 a.m. to 5:30 pm from Monday to Thursday and Friday, 9:00 am to 1:00 pm).

VI. Requirements

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Eligibility:

To qualify for the UNDP Barbados and the OECS Internship Programme, the following conditions must be met:

1. Applicants must be enrolled in a communications degree programme, or other programme within the social sciences, and should fit one of the following streams:
 - i. Post graduate student requiring practical experience in a development area;
 - ii. Undergraduate student seeking practical experience prior to entering graduate school;
 - iii. Final year undergraduate/graduate student interested in pursuing careers in development.
2. Applicant must have demonstrable interest in the field of development;
3. Respect for the principles of the United Nations Charter and the UNDP Statement of Purpose.
4. Excellent computer knowledge (Microsoft applications and basic graphic design skills)
5. Experience in social media platforms
6. Excellent written and oral communication skills

Applicants should possess the following competencies:

1. Technical – Possesses excellent analytical skills and ability to synthesize concepts and material into clear and concise thoughts (see also Communication below)
2. Managing resources – Organizes and manages information to achieve defined goals and optimum results. Has the ability to work independently
3. Communication – Effectively presents thoughts and ideas, including complex technical concepts, in a clear, concise and readily understood manner, both verbally and in writing. Listens to and acknowledges others' perspectives and views
4. Flexibility - Works effectively on multiple assignments simultaneously and adapts to changing demands and circumstances
5. Interpersonal skills – Able to work well in a team environment

VII. Supervision

The intern will work under the direct supervision of the Communications Associate, or other designated officer.

VIII. Application Process

The following documents are required for submission, **no later than November 3, 2019**:

- CV/resume and cover letter
- Up-to-date (unofficial) university transcript or equivalent institutional record
- Two letters of recommendation (colleagues, professors etc.)

United Nations Development Programme

Please submit applications via email to: communications.bb@undp.org with **Subject heading:**
Communications Intern