



Terms of Reference

Communications Intern for the UNFPA Bhutan Country Office

Position: Communications Intern
Duration: 1st March 2024 to 31st May 2024
Time: 40 hours per week
Where: Thimphu, Bhutan

Background:

UNFPA is the United Nations sexual and reproductive health agency. Our mission is to deliver a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled.

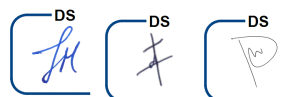
The Position:

Under the direct supervision of the Head of Office, Bhutan Country Office and guided by CO communications focal, the Communications intern (content and digital) will support the UNFPA CO team in delivering communications activities including the content development and digital engagement (online web management and social media management). The Communications intern will support the design and development of communications materials relating to UNFPA's mandate, including the thematic areas of sexual and reproductive health and rights, gender-based violence and harmful practices, adolescents and youth, population, and development, as well as innovation, disability, and human rights.

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. The current UNFPA strategic plan 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 women's 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 seek interns who are exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in programme results.





Tasks and responsibilities:

Organizing communication materials

- Assist in collecting, organizing, selecting and making use of information and powerful images on social media.
- Assist in locating social media content from APRO and HQ, and UNFPA Implementing partners postings.

Content generation and social media

- Assist in creating simple but effective photo quotes and infographics for social media
- Support in identifying powerful stories from Ips and collecting relevant information and products to promote them.
- Support in the daily management of CO's social media engagement channels: Facebook, Twitter, Instagram, and YouTube.
- Support in digital communications delivery for the key communication initiatives
- Monitor CO's digital performance and produce monthly reports utilizing existing template.

General tasks

- Support CO to prepare materials and content for major activities, launches, and media outreach.
- Support the implementation of on-the ground activities held in Bhutan as part of CO, regional and global agenda.
- Support and collaborate with Technical, Programme and Operations Teams
- Secretarial services for interagency committee meetings.
- Provide other administrative support as required by CO.

Required Core Competencies:

- Communicating information and ideas
- Knowledge sharing/continuous learning
- Valuing diversity
- Working in teams

Essential Qualifications:

- The intern should 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), but should be available for internship at period mentioned above.
- Preferred areas of studies are mass communications, graphic design, visual communications, media, or other similar subject at the university level.
- Excellent skills (writing and speaking) in English.



- Demonstrated graphic design (e.g., use of Canva) and video editing skills is a plus; Knowledge of social media engagement is required, experience in digital data and analytics is a plus; Knowledge of digital marketing principles and practices is a plus; Innovative and creative thinking.
- Demonstrated ability to work harmoniously with staff members of different national and cultural backgrounds.

Learning Elements:

Upon completion of the assignment, and the Intern should be able to have:




- Increased understanding of UNFPA’s work across the region, and globally;
- Hands-on experience in managing corporate social media channels;
- Project management skills;
- Work experience as a team member in a multicultural organization;
- Insights and knowledge collected from testing and learning of digital contents throughout the duration of the assignment;
- Increased knowledge of sexual and reproductive health and rights, gender-based violence, young people, and population and development.

Stipends and insurance:

The intern will be provided with a monthly stipend equivalent to USD 100 (actual amount in ngultrum published yearly by UNDP). No other remuneration of any kind will be made to the intern by the office in connection with an internship agreement, and UNFPA will not cover the medical insurance.

Chart of Accounts:

Fund: FPA90; Project-Activity: BTN08SRH-PCACOMMS; Interagency: PU0074;

Signature and Date	<p>DocuSigned by:</p> <p>Prepared by:  26-Jan-2024 Tara Monger Finance Associate (HR Focal) 3C75821DF4644FB...</p>
	<p>DocuSigned by:</p> <p>Reviewed by:  26-Jan-2024 Jigme Choden Gender and Youth specialist (Communications focal) 19A0CAE8AA164C5...</p>
	<p>DocuSigned by:</p> <p>Approved by:  30-Jan-2024 Phuntsho Wangyel Head of Office C580F85515B14E4...</p>