

TERMS OF REFERENCE
COMMUNICATIONS INTERN

Description

Under the guidance and direct supervision of the Communications Officer, the Communications intern supports the implementation of the communications and advocacy strategies to raise the understanding and awareness of UNDP with partners, media, and the public.

Aimed at improving its strategic communication/outreach/branding activities, UNDP Philippines requires an intern to lead the initiatives in this area and prepare/write communication products related to UNDP activities and results.

Key Responsibilities

1. Write project summaries for on-going UNDP projects according to priorities established by the Management of the office.
2. Develop and write Fast Facts documents on a list of issues identified by the Management Team.
3. Consolidate project reports from the programme areas in preparation for the Achievement Report 2010.
4. Undertake any activity as requested by the Communication Officer in the area of strategic communication/outreach/branding.

Qualifications

1. Education: At least third year of university studies in Communications, Creative Writing, or other related field in the Humanities.
2. Experience: At least one year of relevant experience at the university or national level in providing communication packages to promote events and activities of UNDP. Experience in the use of computers and office software packages (MS Word, Excel, Powerpoint and Outlook). Excellent writing, organization and planning skills including a keen attention to details. Good interpersonal, organizational communication and planning skills. Ability to work in a fast paced, high-pressure environment, and provide timely and accurate results. Understanding of UNDP thrusts, policies and procedures an advantage, but not required.
3. Language Requirement: Fluency in English and national language of the duty station.

TERMS OF REFERENCE
INTERNSHIP FOR WEB SITE MANAGEMENT

CONTRACT TYPE: INTERN
DURATION: Four to Six Months
DUTY STATION: UNDP Country Office, Manila

Description

Under the guidance and direct supervision of the Communications Officer, the communication internship program supports the implementation of the communications and advocacy strategies to raise the understanding and awareness of UNDP with partners, media, and the public.

Aimed at improving its strategic communication/outreach/branding activities including maximizing the use of internet tools, UNDP Philippines requires an intern to lead the initiatives in this area.

Key Responsibilities

1. Develop and update UNDP's social networking tools such as Facebook and Twitter.
2. Upload and maintain photo and video of UNDP to repositories such as Flickr, Youtube and GreenEnergy TV.
3. Create a database of UNDP Clippings per category.
4. Undertake any activity as requested by the Communication Officer in the area of strategic communication/outreach/branding.

Qualifications

1. Education: At least third year of university studies in Information Technology, Computer Engineering, or other Computer Science courses.
2. Experience: At least one year of relevant experience in web design and management. Able to maximize the use of social networking tools such as Facebook and Twitter for the benefit of UNDP. Experience in the use of Adobe and Microsoft Software products for at least one year. Good eye for design and sense of aesthetics. Good interpersonal and communication skills. Ability to work in a fast paced, high-pressure environment, and provide timely and accurate results. Understanding of UNDP thrusts, policies and procedures an advantage, but not required.
3. Language Requirement: Fluency in English and national language of the duty station. -0-