



UNFPA South Africa Country Office

Terms of Reference:

Internship – Communications Support (1) and Adolescents, Youth & Gender Programme (1)

Duty Station: UNFPA South Africa

Location: Pretoria, South Africa

Duration: 01 August 2019 – 30 November 2019

1. Introduction

UNFPA is the United Nations reproductive health and rights agency that leads in delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. Our work is aimed at accelerating progress towards universal access to sexual and reproductive health and rights, including reducing maternal mortality, the unmet need of family planning, new HIV infections and gender based violence. UNFPA also works on population and development.

2. Purpose of the internship

UNFPA is seeking the services of two appropriately qualified interns; one to support the Communications portfolio and one to support the Adolescent, Youth and Gender programme in South Africa. The interns will be responsible for supporting UNFPA's Programme planning, coordination to streamline processes and improve administrative efficiencies within the respective programme units.

3. Responsibilities:

Communications Support:

- Enhance UNFPA's branding across a wide-variety of online platforms, including UNFPA's global site, regional portals and country offices sites;
- Contribute to a consistent visual image, including uniform fonts, formatting, icons, images, layout techniques, and modularization;
- Apply consistent graphic design, page layout, templates, banners and logos;
- Support utilisation of multimedia platforms to promote UNFPA brands;
- Assist in organizing outreach activities including communication and awareness raising and use of social media to communicate project results;
- Contribute to the preparation and finalization of various communication products including newsletters, fundraising briefing kits, and programme information packages;
- Support social media coverage of important UNFPA events and initiatives;
- Support integration of content and platforms for internal communications, in collaboration with other colleagues from both regional and country levels.

Adolescent, Youth and Gender programme:

Under the guidance of the UNFPA South Africa (SA) Programme Officer: Youth and Gender, the intern will be assigned to support in the following technical areas; Adolescents and Youth, Gender & Gender Based Violence and Sexual Reproductive Health and Rights.

- Provide support in planning and coordination of inter-agency forums, stakeholder meetings, forums, NCF, etc.
- Assist with compiling background documentation for programme summaries, briefing notes, talking points, concept documents and other communication materials as necessary
- Support integration of content and platforms for internal communications, in collaboration with other colleagues from both regional and country levels.
- Assist in coordination of YAP work plan, including capacity building workshops, training, and logistics arrangements for participation in various forums as directed by programme officer.
- Monitoring and support of YAP activity implementation
- Performs any other duties as directed by the Youth and Gender Programme Officer and other management team members to ensure the success of the country programme.

4. Deliverables

Monthly report on tasks carried out.

5. Organizational setting and Logistics

The interns are expected to work from the UNFPA South Africa in Pretoria. A desk, a landline phone and internet connection will be made available at the Country Office for the duration of the assignment.

6. Competencies

Communication:

- Speaks and writes clearly and effectively;
- Listens to others, correctly interprets messages from others and responds appropriately;
- Asks questions to clarify, and exhibits interest in having two-way communication;
- Tailors language, tone, style and format to match the audience;
- Demonstrates openness in sharing information and keeping people informed.

Teamwork:

- Works collaboratively with colleagues to achieve organizational goals
- Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others
- Places team agenda before personal agenda
- Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position
- Shares credit for team accomplishments and accepts joint responsibility for team shortcomings

Client Orientation:

- Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view
- Establishes and maintains productive partnerships with clients by gaining their trust and respect
- Identifies clients' needs and matches them to appropriate solutions
- Monitors on-going developments inside and outside the client's' environment to keep informed and anticipate problems
- Keeps clients informed of progress or setbacks in projects
- Meets timeline for delivery of products or services to client.

7. Education

Applicants must at the time of application meet **one** of the following requirements:

- a. Be enrolled in a relevant graduate school programme (second university degree or equivalent, or higher);
- b. Be enrolled in the final academic year of a relevant first university degree program (minimum Bachelor's level or equivalent);
- c. Have a relevant first degree qualification with at least 1 year working experience

8. Application Process

Interested applicants are requested to submit a CV and brief motivation letter to: zaf.admin@unfpa.org by close of business on 26 July 2019. After this closing date, communication will only be limited to shortlisted applicants. Should you not hear from us after two weeks of the closing date, kindly take your application as unsuccessful.

9. Financial aspects

Interns do not receive a salary or any other form of remuneration from UNFPA. The costs associated with an internship will have to be originated by the selected candidate himself/herself including meeting living expenses as well as make their own arrangements for accommodation, travel and other requirements. In addition, applicants must have medical insurance for the duration of the internship.

10. Intellectual Property

All information pertaining to this assignment (documentary, digital, cyber, project documents, etc.) belonging to UNFPA, which the intern may come into contact with in the performance of his/her, duties under this assignment shall remain the property of UNFPA who shall have exclusive rights over their use.