

JOB DESCRIPTION

Job title:	Communications Intern
Location:	Baghdad, Iraq
Full/Part-time:	Full-Time
Fixed-term/Temporary:	Intern
Duration:	3 months (with possibility of extension)

Position

Under the direct supervision of the Programme Specialist at the UNFPA Iraq Country Office, the intern will assist the country office in the implementation of the UNFPA Communications work plan and content production.

About UNFPA and Internship Programme

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. UNFPA expands choices and possibilities for women and young people to lead healthy and productive lives. [UNFPA's new strategic plan \(2022-2025\)](#), focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices.

UNFPA is seeking candidates that transform, inspire and deliver high impact and sustained results. We need interns who are exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in programme results.

Duties and Responsibilities

The intern will assist the communications team based on a work plan that would be agreed upon at the beginning of the internship. Tasks include but are not limited to:

- Assist the Communications team in translating content for social media and website
 - Assist in reviewing IEC materials in English & Arabic
 - Assist in ensuring UNFPA visibility and brand guidelines are respected
 - Assist in identifying good photos for content production
 - Assist in gathering administrative documents for communications-related procurements
 - Take meeting of minutes for Communications-related meetings
 - AOB
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Education and Knowledge

- Active enrolment or recent completion of university programme in journalism, media communications or translation
 - Engagement in women rights related programmes and communications would be an asset.
 - Fluency in Arabic and English
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Experience

- Good English & Arabic writing skills; experience is desirable
 - Knowledge of social media production is desirable
 - Initiative, sound judgment and demonstrated ability to work harmoniously with staff members from different national and cultural backgrounds.
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Learning Elements

Upon completion of the assignment, and depending on its duration, the Intern will gain the following knowledge assets:

- Understanding of the UNFPA mandate, policies and procedures.
 - Understand and familiarize with UNFPA country programme for Iraq and the strategic plan
 - Understand UNFPA programme design and delivery mechanisms
 - Understand the dynamics of operational and programme support and communications at CO
 - Learn UN technical language, working procedures, and coordination mechanisms
 - Write and formulate substantive documents
 - Network with UN colleagues
 - Work experience as a team member in a multicultural setting
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Financial Aspects

Interns do not receive a salary or any other form of remuneration from UNFPA. The costs associated with an intern's participation in the programme must be assumed either by the nominating institution, which may provide the required financial assistance to its students, or by the students themselves, who will have to meet living expenses as well as make their own arrangements for accommodation, travel and other requirements. However, they receive a stipend to help cover basic daily expenses related to the internship, if not financially supported by any institution or programme, such as a university, government, foundation, or scholarship programme. The amount of the stipend varies according to the duty station. The amount of the stipend will be established in line with UNFPA Policy on internship and will be paid on a monthly basis by UNFPA Iraq CO;

In addition, applicants must have medical insurance for the duration of the internship. Proof of insurance will need to be submitted before the internship begins. UNFPA does not provide medical insurance for interns.



Disclaimer:

UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Fraudulent notices, letters or offers may be submitted to the UNFPA fraud hotline <http://www.unfpa.org/help/hotline.com>

In accordance with the Staff Regulations and Rules of the United Nations, persons applying to posts in the international Professional category, who hold permanent resident status in a country other than their country of nationality, may be required to renounce such status upon their appointment.