**Terms of Reference** 

**Intern, Communications (Audiovisual)**

**Job title: Intern**

**Location: UNFPA Regional Office, Panama City, Panama**

**Full/Part-time: Full-time / Part-time 50 %**

**Remote/In person: In person**

**Duration: 6 months**

**Internship offering is limited to candidates applying from within the duty station of the hiring unit.**

**The Position:**

Under the direct supervision of the Regional Communications Advisor, the intern will support the Communications team at the Regional Office for Latin America and the Caribbean (LACRO) in the areas of Communications.

A work-plan with achievements for the duration of the Internship and learning opportunities will be agreed upon. Periodic progress meetings will lead to a beneficial environment for the Intern enhancing their skills and capacity in areas related to UNFPA’s mandate.

**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. UNFPA’s strategic plan (2022-2025), 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 need interns who are exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in programme results.

**Job Purpose:**

The Communications team at the RO provides strategic communications support and advice as a key lever for the achievement of programme results, particularly to support the transformation of social and gender norms as well as evidence-based advocacy, also by scaling up the use of new technologies and collaborative communication strategies.

The team is responsible for promoting the impact of UNFPA´s mission and work, as well as its brand, across the region. Tools and channels used include traditional media, campaigns, events, the UNFPA website, and social media platforms in Spanish. In addition, the team supports communications focal points in Country Offices in the Caribbean, Central America and South America.

The intern will primarily provide support with audiovisual products. S/he will assist with the following tasks:

* Transcribing video interviews and preparing subtitles in English and Spanish.
* Selecting quotes and supporting images (b-roll) from video interviews and sequences that best suit storytelling.
* Editing videos using interviews, supporting images (b-roll) and photos.
* Light editing photos and creating graphics/other design products using Canva, the Adobe suite or other tools.
* Organize videos and photos for archiving and uploading on corporate multimedia hub and other locations. Gather and include metadata and further information on location, context, relevant data, project impact and more.
* Preparing newsletters to be distributed to internal and external partners via email.
* Developing content for social media; populating and organizing Trello boards on issues, events, report launches, and internal/external campaigns.
* Supporting the planning and implementation of events.
* Translating text in English and Spanish.
* Supporting internal communications needs and any other tasks, as required.

**Qualifying for an Internship**

All interns must meet the following educational and other eligibility requirements:

Educational requirements

* Be enrolled in a first university degree programme (such as bachelor’s degree or equivalent) and have completed one full academic year; or
* Be enrolled in a postgraduate degree programme (such as master’s programme or higher); or
* Have recently graduated with a university degree as defined above and, if selected, must start the internship within one-year of graduation; or
* Be enrolled in a postgraduate professional trainee programme and undertake the internship as part of this programme.

Other eligibility requirements

* Demonstrate interest in the field of development.
* Demonstrate written and spoken proficiency in at least one of the working languages of the United Nations (English or French) and fluency in the official language (Arabic, Chinese, English, French, Russian or Spanish) of the UNFPA office; and
* Demonstrate ability to adapt to new environments and to establish and maintain good working relations with individuals of different cultural backgrounds.

**You Have:**

**Your Education:**

* Your education meets with the educational requirements above stated.

**Your Experiences:**

* Strong interpersonal and communications skills.
* Strong analytical and writing skills.
* Fluency in Spanish is required. English as working knowledge. Other official UN languages, preferably French and Portuguese, are desirable.
* Initiative, sound judgment and demonstrated ability to work harmoniously with staff members from different national and cultural backgrounds.
* Good in organizing and structuring various tasks and responsibilities.
* Ability to take initiative and work independently.
* Ability to work in a team, creating a positive environment.
* Proficient in use of design/photo/video editing software (Adobe Premiere, Lightroom, Photoshop) or similar packages, and in use of Google workspace.

# Learning Elements:

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

1. Increased understanding of how large international organizations use communications, and social media in particular, to build their brand.
2. Understand how to participate in a creative and collaborative content production process.
3. Increased understanding of UNFPA, its mandate and policies, including regional set-up.
4. Understand UNFPA programme design and delivery mechanisms.
5. Understand the dynamics of operational and programme support and communications in Country Offices, ROs and HQ.
6. Learn UN technical language, working procedures, and coordination mechanisms.
7. Network with UN colleagues.
8. Work experience as a team member in a multicultural setting.

**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 stipend is based on the intern’s agreed place of work, which may be different from the duty station of the hiring office in cases of remote arrangements.

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.

**UNFPA Work Environment:**

UNFPA provides a work environment that reflects the values of gender equality, diversity, integrity and healthy work-life balance. We are committed to ensuring gender parity in the organization and therefore encourage women to apply. Individuals from the LGBTQIA+ community, minority ethnic groups, indigenous populations, persons with disabilities, and other underrepresented groups are highly encouraged to apply. UNFPA promotes equal opportunities in terms of appointment, training, compensation and selection for all regardless of personal characteristics and dimensions of diversity. Diversity, Equity and Inclusion is at the heart of UNFPA's workforce - click here to learn more.

**Disclaimer:**

UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process and does not concern itself with information on applicants' bank accounts.

**How to Apply**

Please email your applications to [ocortes@unfpa.org](mailto:ocortes@unfpa..org) before October 9th, 2024.

Due to the volume of applications received, only shortlisted candidates will be contacted for an interview.