



Internship Opportunity UNODC Regional Office for the Middle East and North Africa in Cairo

This internship will be with the UNODC Regional Office for the Middle East and North Africa (ROMENA) in Cairo for a maximum of 6 months.

The terms of reference and qualification requirements are included below.

Internship Objective:

The objective of the internship is to gain expertise in the field of Advocacy, communications, translation as well as using the website as a communications tool.

Specific Assignment:

Under the overall supervision of the UNODC Regional Representative for the Middle East and North Africa and direct supervision of the Advocacy Officer/Translator, the intern will gain first-hand knowledge and expertise in UNODC activities relating to communications, advocacy, media, with a specific focus on maintaining and updating ROMENA website.

Daily Assignments:

- Writing and editing of UNODC website stories from the MENA Region
- Supporting the production of UNODC newsletter, brochures, etc
- Maintaining the Twitter account.
- Helping with the editing/updating of additional website content information
- Assisting in report launches and media enquiries, including media outreach
- Assisting in translation of website content into/from English into Arabic,
- Developing content including images and videos for website and advocacy materials
- Helping to organize meetings, seminars and events to promote wider cooperation with donors, foundations, the private sector and government partners
- Undertaking any other day-to-day Advocacy activities.

Learning elements:

After a six-months assignment, the intern will have gained expertise and experience in writing for the United Nations, editing, translation, research, and will have become more familiar with terminology, tools and practices used at the UNODC.

Qualifications/Skills:

- Applicants should be enrolled in university or have completed a university degree no more than one year ago in journalism, communications, media studies, political and social sciences, economics, international relations, law, marketing, public administration, or other relevant programmes relevant to the mandate of UNODC.
- No professional experience is required.



- Some working experience in the field of communications or writing for website is an asset.
 - Strong interest in working in the UN system, particularly on drug- and crime-related issues
 - General IT competence and command of main office software programmes
 - Internet communication and searching skills
 - Social media skills
 - Ability to work in a multi-cultural environment and a strong team working capacity

Languages:

Excellent knowledge of English and Arabic with fluency in speaking, reading and writing. Working knowledge of French is an asset.

Financial Aspects

The United Nations Office on Drugs and Crime does not remunerate interns in any way. Costs and arrangements for travel, visas, health insurance, accommodation and living expenses are the responsibility of the interns or their sponsoring institutions. Interns will not be entitled to any compensation for travel arrangements to and from the work location. Interns do not receive a salary or emoluments from the United Nations.

Terms of Appointment

Duration of the internship is 2-6 months. Participating interns are required to work full- time during office hours. Time is allowed for outside research work and interviews.

Duty Station

Participating interns will work at the UNODC Regional Office in Cairo.

To apply, students interested in UNODC internship programme should submit:

- A brief application letter indicating their areas of interest
- Proof of continuing studies (i.e. a letter of confirmation from a university)
- A Curriculum Vitae (CV)
- A cover letter in English (150-250 words) outlining their reasons for doing an internship.
- Proof of Health Insurance coverage in Egypt.

Interested should email their application to

hr.egypt@unodc.org