TERMS OF REFERENCE

Post Title: Communications Intern (Alternative Development)

Duty Station: UNODC Field Office in Taunggyi, Myanmar

Duration 6 months

DUTIES AND RESPONSIBILITIES
Under the overall supervision of the Project Coordinator in Taunggyi, the Communications Intern (CI) will provide support for activities relating to communications, advocacy, media and resource mobilization for UNODC’s Alternative Development (AD) programme and UNODC-supported Green Gold Cooperative (GGC). Duties will include but not be limited to:

• Writing and editing UNODC website stories from Myanmar;
• Supporting the production of brochures, infographics and 1-pagers related to core programme needs (e.g. Fairtrade and Organic certification processes);
• Helping with additional communication products such as feature articles, drafting of op-ed type articles etc.;
• Developing social media advocacy platforms for the AD programme and GGC, including Facebook, Youtube, Twitter and Instagram;
• Helping with the editing of additional website content information;
• Developing COMYA websites and advocacy tools;
• Assisting in report launches and media inquiries;
• Collating media coverage and website statistics, assisting in analysis;
• Developing content, including images and videos, for social media, website and advocacy materials;
• Creating, shooting, editing and promoting weekly video series highlighting aspects of the AD programme and GGC;
• Helping to organize meetings, seminars and events to promote wider cooperation with donors, foundations, the private sector and government partners;
• Providing day-to-day support to the activities of the office.
• Providing communications trainings to GGC members responsible for internal communications.

QUALIFICATIONS
Candidates for the Internship Programme will be selected on a competitive basis. Candidates may apply before completion of their undergraduate studies, but the following minimum qualifications are required by the internship start date:

• Hold a first university degree or equivalent and be enrolled (or recently graduated) in a recognized institution in fields related to journalism, communications, media studies, political and social science, economics, international relations, law, marketing, public and business administration, public health or other relevant programmes OR in countries where higher
education is not divided into undergraduate or graduate stages, candidates must have completed at least three years of full-time studies at a university or an equivalent institution towards the completion of a graduate-level degree in one of the fields outlined above;

- Excellent knowledge of English. Fluency in Myanmar (speaking, reading and writing) strongly preferred. Ability in Shan, Pa’o or other local languages considered an asset;
- Strong interest in rural development, especially with small-scale farmers;
- Strong interest in working in the UN system, particularly on drugs and crime-related issues;
- Knowledge of camera equipment and video production kits;
- Proficient in video editing (Premiere, After Effects, etc.);
- Experience working with motion graphics and music libraries;
- Knowledge of photo editing tools (Photoshop);
- General IT competence and command of main office software programmes;
- Familiarity with successful social content;
- Ability to work in a multi-cultural environment and a strong team working capacity.

FINANCIAL ASPECTS
The United Nations 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 5-6 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 Field Office located in Taunggyi, Myanmar.

To apply, students interested in the COMYA 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 portfolio of original communications materials, including social media content

Interested applicants should email, fax or post their application to:

Ms. Grace Hkawn Nan
Admin and HR Assistant
UNODC Country Office in Myanmar
11 (A) Maylikha Road, Mayagone Township
Yangon, Myanmar
grace.hkawnnan@un.org