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**TERMS OF REFERENCE**

Post title:	Communication intern
Duty Station:	UNODC Country Office in Viet Nam (COVIE)
Duration:	3-6 months

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**Duties and Responsibilities**

Under the overall supervision of the UNODC Country Manager in Viet Nam and directly reporting to the Programme Specialist, the intern will provide support for activities relating to communications, advocacy, media and resource mobilization. Duties will include but not be limited to:

- writing and editing of UNODC website stories from Viet Nam
- supporting the production of brochures, project 1-pagers
- helping with additional communication products such as feature articles, drafting of op-ed type articles etc.
- developing social media advocacy platforms for Viet Nam
- helping with the editing of additional website content information
- developing COVIE websites and advocacy tools
- assisting in report launches and media inquiries, including media outreach
- collating media coverage and website statistics, assisting in analysis
- attending UN Communication Group meetings
- 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
- providing a day-to-day support to the activities of the office

**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<sup>1</sup>:

- Holds a first university degree or equivalent and is enrolled in a graduate degree programme of a recognised institution in fields related to journalism, communications, media studies, political and social sciences, 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

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<sup>1</sup> NOTE: Students who have already completed their graduate or higher-level studies and who hold a Masters or higher degree are NOT eligible to participate in the COVIE Internship Programme.

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 with fluency in speaking, reading and writing.

Ability in another UN language is an asset

- Strong interest in working in the UN system, particularly on drugs 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.

### 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 3-6 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 Country Office in Viet Nam located in Ha Noi, Viet Nam(full address below).

To apply, students interested in COVIE 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 short essay in English (150-250 words) outlining their reasons for doing an internship.

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

Ms. Nguyen Nguyet Minh  
UNODC Country Office in Viet Nam  
5th floor, Machinco building  
444 Hoang Hoa Tham, Ha Noi, Viet Nam  
Email: minh.nguyen@unodc.org