

TERMS OF REFERENCE

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| Post title: | Public Information Intern (Social Media) |
| Duty Station: | United Nations Office on Drugs and Crime – Statistics Korea Centre of Excellence (UNODC-KOSTAT CoE), Daejeon, Republic of Korea |
| Duration: | 3-6 months |

Background:

The CoE, established in 2019, provides and organizes technical assistance and training activities to support Member States in the Asia-Pacific to improve statistical methodologies and technical capabilities in the production, collection, analysis and dissemination of crime and criminal justice statistics, which is vital for evidence based policy-making and monitoring the Sustainable Development Goals (SDG). Specific attention is given to key thematic challenges in the Asia-Pacific including gender-based violence, corruption, smuggling of migrants, trafficking in persons and adherence to international standards in criminal justice systems, among others. CoE objectives are met by promoting the adoption and implementation of the International Classification of Crime for Statistical Purposes (ICCS), increasing the availability and quality of data provided to UN-Crime Trends Survey (UN-CTS), and supporting the development of Corruption Surveys and Crime Victimization Surveys.

Duties and Responsibilities:

Under the overall supervision of the Centre of Excellence Coordinator and directly reporting to a supervisor, the intern will provide support for activities relating to social media management, communications, advocacy, website management and website development to the CoE. Duties will include but are not limited to:

- Research, compile, draft and edit basic information for use in the preparation and production of public information materials, including website content;
- Assist with the maintenance and help develop the CoE's social media tools (Twitter and Facebook);
- Assist in developing multimedia content, such as graphics, photography and audio/video editing;
- Other administrative support, upon request.

Objective and Learning Opportunities:

The candidate/intern will gain both substantive and operational knowledge related to assigned topics and thematic areas of crime and criminal justice from a UNODC perspective. In addition, the internship will help to provide a broad understanding of UNODC's mandates, obtain diverse working experience in the UN system, and achieve an understanding of the value of data, with a specific focus on Asia and the Pacific.

Qualifications and Requirements:

Education

To qualify for an internship, applicants must meet one of the following requirements:
(a) be enrolled in, or have completed, a graduate school programme (second university degree or equivalent, or higher);
(b) be enrolled in, or have completed, the final academic year of a first university degree programme (minimum bachelor's level or equivalent).

Interested candidates must be pursuing or pursued their degree in areas related to this Job Opening:

journalism, communications, media studies, marketing, public and business administration, or other relevant programmes.

In addition, interested candidates must:

- Be computer literate in standard software applications including MS Suite (Word, Excel, Power Point) and graphic design platforms (Canva, Photoshop, etc.);
- Have a strong interest in pursuing a public relations/communications career;
- Have a demonstrated ability to successfully interact with individuals of different cultural backgrounds and beliefs, which include willingness to try and understand and be tolerant of differing opinions and views.

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 fulltime during office hours. Time is allowed for outside research work and interviews.

Duty Station

Successful interns will work at the UNODC-KOSTAT CoE, Daejeon, Republic of Korea (full address below).

Expected Start Date

1 February 2020

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

- A Cover Letter
- A Curriculum Vitae (CV)
- A short essay in English (150-250 words) outlining their reasons for doing an internship
- Proof of continuing studies (i.e. a letter of confirmation from a university)
- Internship duration

All supporting documents shall be scanned and attached in **one** pdf file.

Closing date for applications is 26 January 2020 (KST). Applications submitted after the closing date may not be considered.

Interested persons should email or post their application to:

Matthew Harris-Williams
UNODC-KOSTAT Centre of Excellence
401, 4th Floor, Daejeon CT Center
20, Daedeok-Daero 512 Beon-Gil, Yuseong-Gu
Daejeon, Republic of Korea, 34126
matthew.harris-williams@un.org