

VACANCY ANNOUNCEMENT

INTERNSHIP - PUBLIC INFORMATION OFFICE

This position is primarily intended to provide Interns with the opportunity to undertake a work experience related to university studies or to possible future careers. Second, it is meant to provide real assistance to the operation unit.

Qualifications required:

Applicants must have earned a bachelor's degree in matters relating to: communication, political science, international relations or other fields related to them. They must also be able to work independently and possess initiative and flexibility.

Major duties and responsibilities:

- a) Daily press review (in electronic version) through online press agencies and national and international newspapers, together with its electronic storage
- b) Research of content for social media (on Facebook, Twitter, Pinterest, YouTube), scheduling of content via Facebook and Hootsuite
- c) Update of institutional website
- d) Constant monitoring of news agencies
- e) Collaboration in the development and management of multimedia content
- f) Research and information gathering
- g) Translations from English into Italian
- h) Support in the development and implementation of projects or events
- i) The Intern will be trained and supported in his/her work

Skills:

- Ability to use Internet Explorer and Web browsing
- Familiarity with social media such as Twitter, YouTube and Facebook
- Excellent knowledge and practice in the use of MS Office
- Strong communication skills
- Flexibility
- Excellent knowledge of English
- Excellent knowledge of Italian

Internship starting date: August 2016

Duration: six months

Duty Station: Rome, Italy

There is no expectation of employment at the end of the Internship. Interns are not eligible to apply for a post with UNHCR during the period of Internship and for the six months immediately following the Internship expiration date. However, should a consultancy vacancy arise and provided that the Interns have the required qualifications and professional experience, they are eligible to apply.

All costs connected to internships must be borne by the Interns or their sponsoring institutions.

Closing date for applications: 26 June 2016

How to Apply (please read carefully):

- To apply for this position please send your CV, along with a motivation letter in English, **by email to: itarovacancies@unhcr.org**.
- Please quote “PI Internship” in the email subject line.

Please note that:

- Incomplete applications will NOT be considered.
- Only short-listed candidates will be contacted for an interview.