

TERMS OF REFERENCE FOR INTERNSHIP

Organizational Unit: Public Information/Communications

Duty Station: Bucharest, Romania

Duration of the internship: 4 months

Expected start date: 25 March 2019

Background information/Organizational Context

The UNHCR Representation in Romania is seeking a qualified intern for a four-month internship in its Public Information Unit.

The internship would suit recent graduates and final-year students interested in communications, media and public outreach, campaigning and online communication. The internship provides a unique opportunity to gain experience in a busy Public Information Unit of a UN Agency and to raise awareness on refugee and humanitarian issues.

Duties and Responsibilities

- Assist in collecting information, identifying and developing stories about refugees and asylum-seekers for UNHCR's media platforms, including assistance in generating content for social media;
- Assist in the preparation of print and digital communication materials (web stories, photo essays, factsheets, info graphics etc.), visibility items and publication design;
- Assist in implementing campaigns, contacting media (print, broadcast and online) to place video spots, banners and other materials, liaison with partners and stakeholders, etc.;
- Assist in monitoring the Romanian and international media and preparing summary reports in English;
- Assist in staging events, including round table discussions, exhibitions, documentary screenings, press conferences, etc.;
- Assist in maintaining the unit's visibility, photo and video libraries as well as updating media and external stakeholder contact database;
- Assist in liaising with partners, stakeholders such as NGOs, refugee communities as well as communication with service providers;
- Assist in exploring innovative forms of communication in order to reach new audiences;
- Assist in translating short documents (Romanian-English-Romanian);

- Perform other duties as required by the Public Information Unit.

Minimum qualifications required

- Recent graduate or student in the final stage of his/her university studies, specializing in journalism, communications, public relations etc.; any previous experience, including internships and volunteering, is an asset;
- Native Romanian and fluency in English are essential;
- Good communication, writing and organizational skills;
- Ability to work independently as well as in a team, flexibility and strong attention to detail;
- Interest in asylum and migration issues as well as in pro-active media and public outreach;
- Knowledge of web content management systems, graphic and multimedia design software and other communication-related online platforms and applications is an important asset.

Timeframe

The envisaged duration of the internship is of four (4) months, full-time, subject to satisfactory performance and availability.

Part-time internships may also be considered. However, the selected intern will be required to work full-time during May and June in preparation of the World Refugee Day campaign.

Please state your general availability in the application, including when you would be available to start the internship.

Remuneration and insurance

Please note that a monthly Food and Local Transportation Allowance (FLTA) of approx. RON 2,940/month will be provided, as per applicable UNHCR rules.

Upon selection, the intern will have to provide a doctor's certificate attesting good health and proof of medical insurance coverage for the full duration of the internship.

Applications

Interested candidates are invited to fill in a Personal History Form that can be downloaded from <http://www.unhcr.org/recruit/p11new.doc>. The signed Personal History Form, along with a CV and cover letter setting out your experience, skills and motivation, as well as availability and possible starting date, should be sent by email to rombupst@unhcr.org.

Subject line: *Application for Public Information Internship*

Deadline: 17 March 2019 (midnight)



Applications submitted via social media cannot be considered. Please note that only the candidates short-listed for interview will be contacted.

More information about internship at UNHCR here:
<http://www.unhcr.org/internships.html>