**Vacancy Announcement**

**Vacancy Number: Intern-2020-001**

**Position title:** Communication Intern

**Duty Station:** UNFPA Tehran

**Duration:** Six months

**Application deadline:** 8 March 2020

Internships with UNFPA offer university students, students in a similar educational programme or university graduates the opportunity to acquire direct exposure to the work of UNFPA. It is intended to complement primarily development-oriented studies or studies in related fields with practical experience. By working under the supervision of a UNFPA staff member, interns may gain a more profound understanding of United Nations development assistance, especially in the field of population and development, reproductive health, HIV/AIDS and in advocacy. The purpose of internships at UNFPA is not to lead to further employment with the UN but to complement an intern’s studies and experience in International working environment.

**Under the supervision of the UNFPA Communication Focal Point the main duties and responsibilities are as follows:**

* Monitor regularly the UNFPA social media (SM) pages;
* Add, edit and update the UNFPA SM pages upon final approval of the supervisor/ UNFPA Representative
* Monitor the UNFPA Iran Farsi and English website regularly;
* Provide necessary recommendations for maintaining the website updated and available for public access;
* Translate materials for Farsi website page;
* Review the newspapers and on-line news relevant to the UNFPA activities;
* Assist in overall organizing of the publicity activities of the organization in various events;
* Assist in coordination for production of promotional, information sharing materials and
* Assist in managing and monitoring the promotional items inventory.

**How to apply:**

Interested applicants should submit the following documents to UNFPA via e-mail: [iran.office@unfpa.org](mailto:iran.office@unfpa.org).

Please write in the subject line of e-mail: **Application for** **“Intern-2020-001”**

1. Curriculum vitae in English
2. Motivation letter in English (one page)
3. Completed internship application form

Applications will be reviewed on a competitive basis by UNFPA and **ONLY** the best candidates will be contacted and invited to take part in a test. After the test, **ONLY** shortlisted candidates will be invited for interview.

**Qualifications:**

The background of any applicant for an internship should be matched with the requirements of the Fund. Interns should meet the following requirements:

* 1. Active enrollment in or completion of a university or similar educational programme in the fields of mass communication, journalism or related field
  2. Fluency in both oral and written communication in English and Persian
  3. Interest in the field of development;
  4. Ability to adapt to new environments and to establish and maintain good working relations with individuals of different cultural backgrounds.
  5. Experience in utilizing computers, including word processing, spreadsheet and other software packages, Proficiency in current office software applications.

Following selection for the internship, the candidate must submit the following documents before the internship commences:

* Proof of adequate and regular medical insurance;
* Proof of active enrollment in or completion of a university or similar educational programme (for example: letter from the university registrar, most recent transcript or copy of diploma);
* Signed copy of the UNFPA internship agreement
* Copy of his/her National ID
* One 3\*4 photo