

## **Vacancy Announcement**

**Vacancy Number:** 2021-001

**Position title:** Communication Intern

**Duty Station:** UNFPA Tehran

**Duration:** 3 months

**Application deadline:** 10 February 2021

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 the International working environment.

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

### **Social Media (Instagram, Twitter and Facebook)**

- Review on daily basis, the contents of the UNFPA social media pages;
- Supports in the preparation of contents, update the contents and upload the new contents in the pages;
- Translate the media pages contents from English to Farsi and vice-versa;
- Provide regular reports for sharing the analytics of the CO's media pages;
- Keeps up the pages with the new trends and provides comments to increase the number of followers;
- Take necessary measures for the pages to be updates, attractive, relevant and active both from technical and administrative point of view;
- Continuously monitors site analytics to see what types of content followers respond to the most and adjusts the strategy accordingly.

### **Media Scanning**

- Daily media scanning, preparation and translation.

## Website

- Update the website based on the parameters prescribed by the country office focal point in coordination with the UNFPA HQ;
- Take necessary measures for the pages to be updates, attractive, relevant and active both from technical and administrative point of view;
- Improve accessibility to the information of the web-page (three clicks);
- Prepare and/or translate website stories as needed.
- Provide technical information with regard to software/hardware updates.

## Events

- Assist in organizing events such as World Population Day, Launch of the State of World Population Event or other similar events.
- Attend meetings, press briefings, webinars and other public events, as needed

## Others

- To provide on the job training in case it was required by the country office;
- To incorporate all recommendations and requests of change provided by the CO Representative and staff in the new page (list will be handed over to him/her).
- Support preparation and distribution of promotional packages.

## 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 “2021-001”**

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.

## No remuneration or financial support from UNFPA:

UNFPA internships are performed strictly on a non-remunerative basis. The intern must make his/her own arrangements concerning all expenses associated with the internship.

Upon successful completion of the internship and based on the evaluation, the incumbent will be provided with a Letter of Reference.

**Qualifications:**

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

- (a) Active enrollment in or completion of a university or similar educational programme in the fields of mass communication, journalism or related field
- (b) Fluency in both oral and written communication in English and Persian
- (c) Interest in the field of development;
- (d) Ability to adapt to new environments and to establish and maintain good working relations with individuals of different cultural backgrounds.
- (e) 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