**TERMS OF REFERENCE FOR INTERNSHIP**

**Title: Communication-Public Information Interen**

**Organizational Unit: Communication Unit**

**Duty station: Nairobi-Kenya**

**Contract Type: Internship**

**Duration:** 6 months

**Expected start date:** July 2023

1. **Background information/Organizational Context** (The incumbent will work with the Communication Unit of the UNHCR Kenya operation, based in Nairobi. The unit is responsible for communicating with the outside work, answering questions of the media, prepare and implement media plans. The unit is in charge of all social media platforms and the UNHCR-Kenya website in terms of collecting content and publishing it on the platform. The unit is engaged in design, printing, writing stories and editing videos for a global audience).

**Duties and Responsibilities**

* Assist in developing external communications material, including articles, website content, and social media posts.
* Provide editorial support through proofreading external communications assets produced internally.
* Provide logistical support for in-person and virtual events, visits and missions to camps. This includes external communications, event preparation and execution.
* Support the communications team to build relationships with peer organizations and potential partners through, for example, participating in calls and webinars and managing key communications with external parties.
* Provide draft minutes for internal and external to ER/Comms meetings if need be.
* Assist in drafting donor reports and preparing materials to update donors on our progress.
* Collect, analyze, verify and synthesize information to facilitate advocacy and communication external outreach, development, design and preparation.
* Prepare inputs and draft communications and advocacy material, and review documentation and reports, ensuring accuracy, timeliness, and relevancy of information.
* Provide support in global campaigns and major high-level events, relevant to donors, governments, and partners.
* Support UNHCR Kenya’s digital platforms in terms of content, monitoring and analytics.
* Update and maintain and archive media contact lists and PI material.
* Provide meta data for photos in preparation for upload to photo database.
* Identify, capture, synthesize and share lessons learned for knowledge development related to advocacy and communications.
* Support monthly analytics reporting for social media, the UNHCR Kenya website and the UNHCR Kenya help-site for refugees and asylum-seekers.
* Research, benchmark and report on the best and cutting-edge practices for advocacy, communications and external relations.
* Support the ER team with any donor and partner related field mission to Dadaab and Kakuma, notably mission preparations and logistics.
* Help and support the production process for visibility material for UNHCR Kenya.
* Support the ER/Comms team with any other related task.
* Possess good writing and verbal command of the English language necessary for drafting and writing reports and correspondence, or captions for social media.

**Minimum qualifications required** (University graduate, with good writing and communication skills, preferably social media savvy. Photography, videography, photo and video editing, script writing and basic design are preferable skills.)

**Eligibility**

In order to be considered for an internship, candidates must meet the following eligibility criteria:

* Recent graduate (those persons who completed their studies within two years of applying) or current student in a graduate/undergraduate school programme from a university or higher education facility accredited by UNESCO; and
* Have completed at least two years of undergraduate studies in a field relevant or of interest to the work of the Organization.

**NOTE:** An individual whose father, mother, son, daughter, brother or sister is a staff member of UNHCR, including a Temporary Appointment holder is not eligible for an internship.

**Allowance**

Interns will receive an allowance to partially help to cover the cost of food, local transportation and living expenses.

**To Apply:**

(the operation does not need to fill this part, it will be filled afterwards by the sponsoring institution)

The UNHCR workforce consists of many diverse nationalities, cultures, languages and opinions. UNHCR seeks to sustain and strengthen this diversity to ensure equal opportunities as well as an inclusive working environment for its entire workforce. Applications are encouraged from all qualified candidates without distinction on grounds of race, colour, sex, national origin, age, religion, disability, sexual orientation and gender identity.

UNHCR does not charge a fee at any stage of its recruitment process (application, interview, meeting, travelling, processing or training.

We welcome applications from candidates with a refugee or stateless background.