



Terms of Reference

Intern, Maldives Country Office

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| Job Title: | Intern, Communications |
| Location: | UNFPA Maldives Country Office, 3rd Floor, Shinetree Building, Boduthakurufaanu Magu, 20184, Male', Republic of Maldives |
| Full/Part-Time: | Full-time (approximately 40 hours per week) |
| Remote/In-Person: | In person |
| Duration: | 6 months (June - November 2024) |

The Position:

Under the direct supervision of the Communications and Partnership Analyst, the intern will support the UNFPA Maldives Country Office team in the areas of strategic communications initiatives. This includes contributing to website content, conducting interviews, crafting compelling editorials and managing social media platforms. In addition to these, the intern will assist in the creation of advocacy materials and undertake administrative responsibilities to support the office's operational efficiency.

A work-plan with achievements for the duration of the Internship and learning opportunities will be agreed upon. Periodic progress meetings will lead to a beneficial environment for the Intern enhancing her/his skills and capacity in areas related to UNFPA's mandate.

About UNFPA and How You Can Make a Difference:

UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA's strategic plan (2022-2025), reaffirms the relevance of the current strategic direction of UNFPA and focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices. These results capture our strategic commitments on accelerating progress towards realizing the ICPD and SDGs in the Decade of Action leading up to 2030. Our strategic plan calls upon UN Member States, organizations, and individuals to "build forward better", while addressing the negative impacts of



the COVID-19 pandemic on womens' and girls' access to sexual and reproductive health and reproductive rights, recover lost gains and realize our goals.

UNFPA is seeking candidates that transform, inspire and deliver high impact and sustained results. We need interns who are exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in programme results.

You would be responsible for:

Within the framework of the internship programme, the intern will:

1. Play a key role in developing communication materials that align with UNFPA's objectives, including:
 - a. 2-6 editorials tailored for the local country office website.
 - b. Manage and curate monthly content for our local country office social media channels: Instagram, Facebook, X and YouTube.
 - c. Designing of social media posts & advocacy materials that effectively communicate UNFPA's message to a broader audience.
2. Contribute to facilitating communication aspects in meaningful youth engagement in our programs and initiatives.
3. Provide support in editing and formatting of documents, managing correspondence with internal and external stakeholders and assist with administrative duties to ensure smooth operation of office.
4. Perform other duties as required.

Qualifying for an Internship

All interns must meet the following educational and other eligibility requirements:

Educational requirements

- a. Be enrolled in a first university degree programme (such as bachelor's degree or equivalent) and have completed one full academic year;
- b. Be enrolled in a postgraduate degree programme (such as master's programme or higher);



c. Have recently graduated with a university degree as defined above and, if selected, must start the internship within one-year of graduation; or

d. Be enrolled in a postgraduate professional trainee programme and undertake the internship as part of this programme.

Other eligibility requirements

e. Demonstrate interest in the field of development;

f. Demonstrate written and spoken proficiency in Dhivehi and English language; and

G. Demonstrate ability to adapt to new environments and to establish and maintain good working relations with individuals of different cultural backgrounds.

Your Experiences:

- Some experience in working with development agencies, including in volunteer capacity.
- Fluency in spoken and written English and Dhivehi language. Knowledge of other UN languages is an asset.
- Strong analytical and writing skills.
- Initiative, sound judgment and demonstrated ability to work harmoniously with staff members from different national and cultural backgrounds.
- Experience with the creation of Instagram Stories and Reels in a professional or personal context is an advantage.

Learning Elements:

Upon completion of the assignment, and depending on its duration, the Intern will gain the following knowledge assets:

1. Increased understanding of the UNFPA and the Maldives Country Office within UNFPA
2. Understand the UNFPA mandate and policies
3. Understand UNFPA programme design and delivery mechanisms



4. Understand the dynamics of operational and programme support and communications in the field
5. Learn UN technical language, working procedures, and coordination mechanisms
6. Write and formulate substantive documents
7. Network with UN colleagues
8. Work experience as a team member in a multicultural setting

Financial Aspects:

Interns do not receive a salary or any other form of remuneration from UNFPA. The costs associated with an intern's participation in the programme must be assumed either by the nominating institution, which may provide the required financial assistance to its students, or by the students themselves, who will have to meet living expenses as well as make their own arrangements for accommodation, travel and other requirements. However, they receive a stipend to help cover basic daily expenses related to the internship, if not financially supported by any institution or programme, such as a university, government, foundation, or scholarship programme. The amount of the stipend varies according to the intern's agreed place of work, which may be different from the duty station of the hiring office in cases of remote arrangements. In addition, applicants must have medical insurance for the duration of the internship. Proof of insurance will need to be submitted before the internship begins. UNFPA does not provide medical insurance for interns.

How to Apply

Interested candidates, please email your applications to maldives.office@unfpa.org

Due to the volume of applications received, only shortlisted candidates will be contacted for an interview.