



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION TERMS OF REFERENCE UNDER INTERNSHIP AGREEMENT

Title:	Intern (social media and content promotion)
Main Duty Station and Location:	UNIDO HQ (Vienna, Austria)
Start of Contract (EOD):	01 July 2021
End of Contract (COB):	31 December 2021

ORGANIZATIONAL CONTEXT

The United Nations Industrial Development Organization (UNIDO) is the specialized agency of the United Nations that promotes industrial development for poverty reduction, inclusive globalization and environmental sustainability. The mission of UNIDO, as described in the [Lima Declaration](#) adopted at the fifteenth session of the UNIDO General Conference in 2013, is to promote and accelerate [inclusive and sustainable industrial development](#) (ISID) in Member States. The relevance of ISID as an integrated approach to all three pillars of sustainable development is recognized by the 2030 Agenda for Sustainable Development and the related Sustainable Development Goals (SDGs), which will frame United Nations and country efforts towards sustainable development. [UNIDO's mandate is fully recognized in SDG-9](#), which calls to "Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation". The relevance of ISID, however, applies in greater or lesser extent to all SDGs. Accordingly, the Organization's programmatic focus is structured in four strategic priorities: [Creating shared prosperity](#); [Advancing economic competitiveness](#); [Safeguarding the environment](#); and [Strengthening knowledge and institutions](#).

Each of these programmatic fields of activity contains a number of individual programmes, which are implemented in a holistic manner to achieve effective outcomes and impacts through UNIDO's four enabling functions: (i) technical cooperation; (ii) analytical and research functions and policy advisory services; (iii) normative functions and standards and quality-related activities; and (iv) convening and partnerships for knowledge transfer, networking and industrial cooperation. Such core functions are carried out in Departments/Offices in its Headquarters, Regional Offices and Hubs and Country Offices.

The Intern shall work under the direct supervision of an officer designated by the Director of the following Department.

Departmental Context

The Department of External Relations (EPR/ETR) serves as the main channel of communication and interaction between Member States and the UNIDO Secretariat. The Department establishes, maintains, coordinates and monitors the Organization's official contacts, and establishes and maintains strategic and policy level relations with donors, it identifies and pursues strategic opportunities for UNIDO. The Department also aims to further enhance UNIDO's visibility and strengthen the Organization's position within the international development system via targeted and strategic advocacy and communication measures.

This internship position is located under the Advocacy and Media Relations Division (EPR/ETR/AMR), which is responsible for enhancing UNIDO's visibility and strengthening the Organization's position within the international development system via targeted and strategic advocacy and communication measures. It also draws on all relevant public information and advocacy techniques, engages proactively with the international media, produces strategic communication material, including multimedia and works to effectively position UNIDO on the internet, and on social media, and at high-profile international events. The Division is also responsible for developing and implementing UNIDO's corporate communications, advocacy and media relations strategy.

The duration of an internship at UNIDO is six months, is UNPAID and full-time. Interns work under the supervision of a staff member, in the department or office that they are assigned to. Interns shall cover all costs associated with their internship, including visas, travel to and from the duty station, insurance, transportation, accommodation and living expenses.

GENERIC DUTIES AND RESPONSIBILITIES

The Intern shall be engaged as follows:

- a. Exposed to the regular core functions of the Division and as such shall have the opportunity to observe the day-to-day operations and engage in on-the-job training in specific actions delegated by the Supervisor.
- b. Engaged in a specific self-contained assignment described below:
 - Research UNIDO technical cooperation projects and help draft website feature stories;
 - Help prepare social media posts;
 - Help with knowledge management including the maintenance of the UNIDO website;
 - Help with the preparation of communications material;
 - Help with market assessments and other tasks as discussed with the Supervisor.
- c. Prepare an end-of-internship report; to be submitted to and cleared by UNIDO Internship Coordination.
- d. Other Special emerging Projects that may enhance the learning experience of the Intern.

MINIMUM ORGANIZATIONAL REQUIREMENTS

Age: Minimum 21 years and maximum 35 years on the first day of the internship.

Education: Enrolled in a university degree programme; or begin the internship within one year of completing a university degree; or completed a university degree and be sponsored as part of an academic or development programme.

Field of specialization: international relations, journalism, public information or any related fields

Languages: Fluency in written and spoken English is required. Knowledge of another official United Nations language (Arabic, Chinese, French, Russian and Spanish) is an asset.

Other skills: social media skills

CORE COMPETENCIES

Core values:

WE LIVE AND ACT WITH INTEGRITY: work honestly, openly and impartially.

WE SHOW PROFESSIONALISM: work hard and competently in a committed and responsible manner.

WE RESPECT DIVERSITY: work together effectively, respectfully and inclusively, regardless of our differences in culture and perspective.

Key competencies:

WE FOCUS ON PEOPLE: cooperate to fully reach our potential –and this is true for our colleagues as well as our clients. Emotional intelligence and receptiveness are vital parts of our UNIDO identity.

WE FOCUS ON RESULTS AND RESPONSIBILITIES: focus on planning, organizing and managing our work effectively and efficiently. We are responsible and accountable for achieving our results and meeting our performance standards. This accountability does not end with our colleagues and supervisors, but we also owe it to those we serve and who have trusted us to contribute to a better, safer and healthier world.

WE COMMUNICATE AND EARN TRUST: communicate effectively with one another and build an environment of trust where we can all excel in our work.

WE THINK OUTSIDE THE BOX AND INNOVATE: To stay relevant, we continuously improve, support innovation, share our knowledge and skills, and learn from one another.

LEARNING ELEMENTS

- Become acquainted with the most up-to-date technical, economic and industrial developments in the relevant field of specialization of the Division. Furthermore, he/she is expected to deepen his/her knowledge in the fields of new product/services and process design.
- Gain experience in communication and advocacy-related activities, including event support, strengthening press and media partnerships and researching inclusive industrial development issues
- On the job training: participation in every phase of the working process.
- Gain experience in working effectively in a diverse and multi-cultural environment.