



Terms of Reference

Videography and Photography Internship Communications Team, UNFPA China

Job title:	Intern, Communications Team
Location:	UNFPA China, Beijing
Full/Part-time:	Full-time (40 hours per week)
Duration:	3 months (September-December 2023)

The Position:

Under the overall supervision of the Communications Analyst, the intern/s will be a member of the Communications Team, supporting the office communications and advocacy work, with a focus on **multimedia design and video production**. S/he will interact actively with different Programme Teams (including Adolescents and Youth, Sexual and Reproductive Health and Rights, Population Dynamics, Gender Equality and Women's Empowerment, and South-South and Triangular Cooperation) and Operations Team and contribute to the entire Country Programme implementation in China.

About UNFPA, UNFPA China 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 expands choices and possibilities for women and young people to lead healthy and productive lives.

The UNFPA Country Programme Document (CPD) for China (2021-2025) contributes to China's Sustainable Development Goals (SDGs) ambition through the achievement of three transformative results – zero unmet need for voluntary family planning, zero preventable maternal deaths, and zero gender-based violence against women and girls. It supports the actualization of main objectives of the UN Sustainable Development Cooperation Framework (2021-2025) and China's national commitments from the Nairobi Summit on the International Conference on Population and Development (ICPD), to complete unfinished aspects of the ICPD agenda through their incorporation into national medium and long-term development plans.

Since 1979, UNFPA has helped strengthen China's capacity to conduct population censuses and demographic analyses, to make the most of quality data for policy planning, and, crucially, has consistently and strongly advocated for and promoted sexual and reproductive health and reproductive rights for all.

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:

1. Design and implement multimedia projects as assigned, including sourcing of content and video editing for the new UNFPA China branding video, developing corporate PowerPoint templates and social media cards.
2. Develop and manage UNFPA China's image bank.

3. Participate in and take professional photos for the office events and activities, including portrait photos, high-level visits, policy dialogues and field events.
4. Provide coordination and logistical support for the office communications and advocacy activities.
5. Assist in producing digital content for UNFPA China's WeChat public account and other digital platforms.
6. Undertake ad hoc tasks and miscellaneous activities upon request.

You Have:

Your Education:

- 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 strong expertise in video editing and multimedia design.

Your Experiences:

- Native Chinese speaker, fluent in Mandarin. An advanced English language skill is preferred.
- Strong video editing and graphic design skills, with master use of relevant software and tools.
- Interest in the field of population and development, sexual and reproductive health and rights, gender equality and women's empowerment, youth leadership and participation.
- Interpersonal communication skills and organizational skills for advocacy campaigns and events.
- Ability to work independently and as a team member.
- Sensitivity to political, cultural, and national differences and adaptability to multicultural environments.

Learning Elements:

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

1. Increased understanding of UNFPA and UN's work
2. Familiarity with the 2030 Sustainable Development Goals (SDGs) and development topics, both in China's and the world's contexts
3. Improved knowledge and skills in multimedia design, communications, and project management.
4. Work experience as a team member in a multicultural and English-working environment.

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 duty station. 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:

Please submit your applications to china.office@unfpa.org with the subject “**Application for the Photography and Videography Intern**” by 6 September 2023 Beijing time. All applications should include **your CV and a portfolio of your video products and multimedia design samples as well as a Motivation Letter** in Chinese. Bilingual submission in both Chinese and English is welcome.

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