



Terms of Reference

Intern, Communications team, UNFPA China

Job title: Intern, Communications team
Location: UNFPA China, Beijing
Full/Part-time: Part-time (24 hours per week) or Full-time (40 hours per week)
Duration: 3 months (April to June 2021)

The Position:

Under the overall supervision of the Communications Analyst, the intern will be a member of the communications team, supporting the office programme and advocacy work. S/he will interact actively with the technical programme teams (including Adolescents and Youth, Sexual and Reproductive Health and Rights, Population Dynamics, Gender, and South South and Triangular Cooperation) and operation team, and contribute to the entire Country Programme.

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.

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, including voluntary family planning. The onset of UNFPA's role in China marked the first time that the country had received assistance from any international agency in relation to population issues.

In the early years, UNFPA's assistance focused on strengthening the nation's capacity to collect and use population data and on supporting the manufacture of safe and modern contraceptives. As China rapidly developed, UNFPA's assistance has expanded to tackling challenging issues surrounding young people's sexual and reproductive health and rights, urbanization, population ageing and gender-based violence.

UNFPA is now implementing its ninth Country Programme (2021-2025), which is informed by China's long-term vision of transitioning from rapid economic growth to high-quality, people-centred development encapsulated in the National Plan on implementation of the 2030 Agenda for Sustainable Development. The programme will contribute to China's SDG ambition through the achievement of the three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices.

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 communications for impact.

You would be responsible for:

- Assist in translating and proofreading communications materials, including press releases, statements, policy briefs and reports.
- Assist in writing, editing and designing communications content, including newsletters, event announcements, web content, digital content or other targeted communications.
- Design multimedia projects as assigned, including flyers, ads, and infographic.
- Assist in managing and monitoring UNFPA China's website and social media platforms.
- Assist in media and social media outreach.
- Provide organizational and logistical support for the office communications and advocacy activities.
- Carry out regular monitoring of national and international media resources on news reporting relevant to UNFPA's work in China.
- Undertake ad hoc tasks and miscellaneous activities upon request.

You Have:

Your Education: Active enrolment of the senior year or recent completion of a Bachelor's/Master's level degree programme in a relevant field (e.g. English studies, international relations, communications, journalism, social sciences).

Your Qualifications:

- Native Chinese speaker, fluent in both Mandarin and English in written and oral. IELTS 6.5, CET 6 or equivalent preferably.
- Interest in the field of development especially related to communications.
- Organizational skills of advocacy campaigns and events.
- Communications or graphic design skills, particularly with social media desirable.
- 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 the programme divisions within UNFPA.
2. Understand the UNFPA's mandate, missions and visions.
3. Learn UN technical language, working procedures, and coordination mechanisms.
4. Familiar with the Sustainable Development Goals (SDGs) and development challenges, both in China's and the world's context.
5. Improved knowledge and skills in writing and communications in both English and Chinese
6. Network with UN colleagues and partners from diverse backgrounds
7. 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 Ms. Shujun Liu at sliu@unfpa.org with the email subject “Applications for Communications Intern – Candidate Name” by 14 March 2021 at 10 pm Beijing time. All applications should include your resume or CV and a Motivation Letter, in English.

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