**UNDP DRC is recruiting a**

**Communication Officer, Stabilization and Resilience (Intern)**

**Externally funded internship/FELLOWSHIP**

**TERMS oF reference**

**I. Identification of the post**

Title: **Communication, Stabilization and Resilience (Intern)**

Sector of assignment: **Communications**

Organizational unit: **Stabilization and Resilience Unit**

Country and Duty Station**: Kinshasa, Democratic Republic of the Congo (DRC)**

Expected duration: **6-9 months**

Expected starting date: **July 2023**

Supervisor’s name: **Jean-Francois Dubuisson**

Supervisor’s title:  **Team Leader, Stabilization and Resilience**

**II. CORPORATE BACKGROUND:**

UNDP works in about 170 countries and territories, helping to eradicate poverty, reduce inequalities and exclusion, and build resilience so countries can sustain progress. As the UN’s development agency, UNDP plays a critical role in helping countries achieve the Sustainable Development Goals.

**III. RECEIVING OFFICE BACKGROUND:**

As part of its programmatic pillar on stabilization, conflict prevention and resilience, UNDP in the DRC has established in 2022 a Stabilization and Resilience Unit, which is responsible for implementing the third outcome of the UNDP 2020-2024 Country Programme Document. The three outputs contributing to this outcome are related to the thematic areas of (i) conflict prevention; (ii) gender mainstreaming and the fight against sexual and gender-based violence; and (iii) risk reduction related to crisis, conflict or disaster. UNDP stabilization and resilience portfolio focuses geographically on six provinces (North Kivu, South Kivu, Ituri, Kasai, Kasai Central, Tanganyika) and Kinshasa, in support to MONUSCO’s transition and to the operationalization of Humanitarian, Peace and Development Nexus.

The UNDP Stabilization and Resilience offer on conflict prevention aims to address the dynamics of conflict in DRC, including dynamics around security, land and identity dilemmas, natural resource exploitation, and regional dynamics. UNDP's contribution focuses on different activities: (i) support for the implementation of local projects contributing to stabilization and peace, aimed at transforming conflicts and strengthening the social contract while aiming for rapid implementation and scaling up for the benefit of conflict-affected communities; (ii) providing value-added services to partners around political engagement and coordination support, capacity building of national stakeholders and data/knowledge, (iii) thematic programming on root causes of conflicts (land access, customary conflicts, radicalization, regional dynamics).

The unit is also the new anchor for UNDP contribution to the fight/prevention of gender-based violence and promotion of the empowerment of women, and for disaster risk reduction.

In order to better support the government's stabilization and peacebuilding efforts through these different dimensions, and to support the UNDP's stabilization program, UNDP DRC is recruiting a talented intern, based in Kinshasa, who will be in charge of assisting the team in all aspects related to the implementation and roll out of corporate and internal communications initiatives and products, including the UNDP global branding and communications strategies. A work plan with achievements for the duration of the Internship and learning opportunities will be agreed upon.

**III. DUTIES:**

The Intern/Fellow will assist in the following duties and responsibilities:

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| --- | --- | --- |
| **No** | **Duties and responsibilities** | **% of time** |
| 1 | **Support the coordination of content creation and communication activities**   * Support all aspects of content creation and communication of program and projects of the Stabilization and resilience unit, including document formatting, graphic design and layout. * Support the implementation of deliverables of corporate communications strategies, including the organization and management of initiatives and events and the production and revision of digital and traditional products * Coordination and management of publications activities, including management of information content, standards for publications design, liaison with printers and other vendors to control quality of publications production and distribution. * Write, edit, and upload text and multimedia content, including feature articles and interviews, speeches, press releases, and messages, to online communication. * Conduct research and brainstorm opportunities related to internal communications and branding. * Support the UNDP Communication Team with social media strategies and plans for upcoming events and other social media contents. * Formulation and implementation of innovative and creative solutions to manage sensitive or globally strategic issues in terms of public communications. | **60%** |
| 2 | **Support the report management of the Unit**   * Assist the Program Officer and Pillar Experts in reporting. * Plan and manage the production of gender sensitive periodic and ad hoc narrative reports of the project for submission to the donor and all stakeholders. * Organize and ensure the archiving and documentation of stabilization projects in order to constitute the institutional memory and to facilitate the retrieval of project-related information. | **20%** |
| 3 | **Support the programme management of the Unit**   * Liaise with other participating agencies in the UN Joint Peace and Stabilization Program in collective communications. * Support coordination of activities, workshops, meetings, missions, etc. * Support for the moderation and visibility of all activities of the Resilience and Stabilization Unit | **10%** |
| 4 | **Other: Talent development**   * Participate at other/ad hoc activities as discussed and agreed upon with the supervisor. * Actualise the learning and development plan based on the demand of the position holder. | **10%** |

**IV. REQUIREMENTS AND QUALIFICATIONS**

**Education:**

Candidates must meet one of the following educational requirements:

* currently in the final year of a Bachelor’s degree in communication; or
* currently enrolled in a postgraduate programme (such as a Master’s programme or higher); or
* have graduated no longer than 1 year ago from a university degree or equivalent studies in communication, digital communication, digital arts.

Field of study: Communication (Radio, Film, TV), Journalism, Information Studies, Media Studies, Social Science, Media Relations, Public Relations, Marketing, and/or related disciplines or equivalent.

**IT skills:**

* Knowledge of desktop publishing and design tools such as Indesign, publisher, canvas, photoshop
* Knowledge of video editing software
* Knowledge and a proficient user of Microsoft Office productivity tools, internet, and social media
* Experience creating engaging and impactful content for an organization’s social media

presence on a variety of social media channels

* Strong computer and internet skills.

**Language skills:**

* French is required;
* Knowledge of English, and national languages are advantage.

**Other competencies and attitude:**

# Excellent writing, editing and synthesis skills;

# Demonstrate ability to design, organize, and write strategy, policy, or action plan plans and propose pragmatic solutions;

# Demonstrate sensitivity in reporting on stabilization projects, collecting images and success stories

* Interest and motivation in working in an international organization;
* Good analytical skills in gathering and consolidating data and research for practical implementation;
* Outgoing and initiative-taking person with a goal-oriented mind-set;
* Communicates effectively when working in teams and independently;
* Good in organizing and structuring various tasks and responsibilities;
* Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
* Responds positively to feedback and differing points of view;
* Consistently approaches work with energy and a positive, constructive attitude.