

## TERMS OF REFERENCE FOR LOCAL COMMUNICATION INTERNSHIPS

**UNICEF Armenia is looking for motivated interns to support Communication section.**

**Duty Station:** Yerevan, Armenia

**Supervisor:** Communication Officer (Digital Governance)

**Time-frame:** from 10 January 2022 to 10 June 2022 (6 months)

**Purpose of Activity/Assignment:**

Under the guidance of the Digital Governance Officer, and in coordination with Programme units, Communication Programme Intern is accountable for supporting the implementation of an advocacy and risk communication in the context of COVID -19 to be the leading voice for children, expand reach, and engage people to take action for children.

**Scope of Work:**

Since 1994, UNICEF works in Armenia to support the government in the design and implementation of policy reforms to address gaps in the fulfilment of the rights of Armenian children, with a particular focus on the vulnerable and excluded. In the next five years, the country office will be guided by a new Country Programme Document (CPD) focusing on universal, inclusive and shock-responsive social protection system; universal, affordable, accessible and quality health system; age-appropriate, life-long learning and inclusive and quality education in an enabling and safe environment, and child rights architecture, including a continuum of child protection services, justice for children and improved knowledge and skills of parents/caregivers. As Armenia continues to face a dual crisis, dealing with the COVID-19 pandemic and the Nagorno Karabakh conflict, UNICEF communication and advocacy will aim to strengthen trust, showcase programme results, and raise awareness around the issues and challenges faced by children and adolescents.

<b>Work Assignment overview Task/Milestone:</b>	<b>Deliverables/ Outputs</b>	<b>Timeline:</b>	<b>Estimate Budget</b>
Update photo database on WeShare platform	WeShare database is fully updated with photo packs developed during the reporting period and relevant captions are developed for each photo pack and photo	Monthly	n/a
Update SharePoint site and archive necessary assets	SharePoint sites and all databases regularly updated	Bi-weekly or as needed	n/a
Support the development of information materials, including translation	n/a	Daily or as needed	n/a
Help track mass media coverage related key performance indicators; help track other relevant key performance indicators when assigned	Media monitoring files updated regularly	As needed	n/a
Support with strengthening fundraising databases and profiling		Quarterly or as needed	n/a

Contribute to generating digital analytics for informed decisions	Instagram channel, particularly, Stories section is updated and messages on SM channels are responded	As needed	n/a
Translate and proofread communication materials, when necessary	n/a	As needed	n/a
Support the management of digital channels, from posting to analytics and responding to messages	n/a	Daily or as needed	n/a
Support the development of social media calendar and campaigns in line with monthly editorial calendar	n/a	Monthly or as needed	n/a
Provide organizational support for events/exhibitions, including pre-event verification calls, when necessary	n/a	As needed	n/a
Support section filing and archiving, including of digital materials	Section databases and filing updated and archived	Monthly	n/a
<b>Minimum Qualifications required:</b> <input type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> X Other: Be enrolled in a degree programme or have graduated within the past two years  Enter Disciplines: Sociology or Marketing with good academic standing (selected intern must be at least 18 years old).	<b>Knowledge/Expertise/Skills required:</b> <b>Work experience:</b> <ul style="list-style-type: none"><li>• Volunteer experience is an asset</li></ul> <b>Language Proficiency:</b> <ul style="list-style-type: none"><li>• Strong knowledge of Armenian and English</li></ul> <b>Other skills and Attributes:</b> <ul style="list-style-type: none"><li>• Advanced knowledge of standard computer applications, including MS Office</li><li>• Strong organizational, communication and interpersonal skills</li><li>• Flexibility and adaptability to changes</li></ul> <b>Terms and Conditions:</b> <ul style="list-style-type: none"><li>• In accordance with UNICEF’s guidelines, the intern will be paid a monthly stipend of AMD 55,000.</li><li>• UNICEF will not be responsible for costs arising from accidents and/or illness incurred during the intern’s service, whether on or off UNICEF premises. Therefore, the selected candidate must provide proof of enrolment in a health/accident plan prior to start his/her work with the Section. If accepted, the intern will be required to provide a copy of health insurance coverage and to fill out the relevant UNICEF forms on conditions regarding service as an intern.</li></ul>		
<b>Terms of the application:</b> The deadline for the submission of applications is <b>30 December 2021</b> . Applications should include: <ul style="list-style-type: none"><li>• Cover letter;</li><li>• CV with links to any social media pages that you have managed or content produced;</li></ul>			

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- Proof of bachelor's degree and/or proof of enrolment in a Master's degree programme (letter from your department) and up to date university degree

All qualified applicants should apply online, using the UNICEF E-Recruitment system and following the online application link.

Incomplete applications will not be considered.