



UNITED NATIONS CHILDREN'S FUND NATIONAL INTERNSHIP TOR

Digital Communication Intern

UNICEF works in some of the world's toughest places, to reach the world's most disadvantaged children. To save their lives. To defend their rights. To help them fulfill their potential. Across 190 countries and territories, we work for every child, everywhere, every day, to build a better world for everyone. And we never give up.

For every child, *passion*

The UNICEF Mongolia country office works in close partnership with Government of Mongolia, NGOs and local communities to ensure the realisation of the rights of every child in Mongolia.

The UNICEF national Internship Programme offers eligible/qualified students in Mongolia an opportunity to acquire direct practical experience in UNICEF's work under the direct supervision of experienced UNICEF staff.

This internship is for the purpose of acquiring organizational knowledge and rules, experiences, way of working, regulations and processes to supplement academic and theoretical knowledge.

Digital communication is fundamental to what UNICEF does and providing state to art image, video and contents are important for better information sharing.

How can you make a difference?

The internship's purpose is to support UNICEF Mongolia Digital communication team to ensure that all the office events are well covered through contents productions, video development and proofed text to be used on social media platforms.

The intern's tasks with a focus on partnership engagement with private sector shall include, inter alia:

- Development of contents for use on social platforms
- Coverage office events and ceremonies, photo taking and capturing stories
- Submitting campaign analysis reports in terms of reach and engagement on different platforms
- Monthly analytics reports for the platform's overall performance and significant trends
- Ability to use social media applications and other measurement tools to provide reports on metrics, and continually find ways to improve on those metrics through testing new initiatives
- Share trend analysis reports on viral campaigns with management, programmes and specified partners
- Regular monitoring and evaluation activities are undertaken according to the work plan to ensure maximum impact and continuous improvement of country online communication efforts.
- Digital Performance Measurement:
 - Creation of metrics plan and definition of performance indicators
 - Proposition of improvements / evolution
 - Generation of monthly reports

- Generating A / B testing actions and follow up on results

Modality: Paid internship
Tentative start date: May 2023 (Negotiable)
Type of engagement: Full time, office based
Duration: 3 months with possibility for an extension
Paid time off: 2.5 days of annual leave per month

Project Management:

Direct Supervisor: Digital Communications Officer

Frequency of performance management: Direct supervisor will have monthly performance discussions with the intern and provide continuous supervision throughout the duration of the internship. Final performance evaluation will be made at the end of the internship programme.

To qualify as an advocate for every child you will have...

- Be enrolled in undergraduate degree programme or have graduated within the past two years in ICT, Business management, Development studies, International development, Media relations or other relevant field; or have graduated within the past two years.
- Applicants must be at least 18 years old.
- Have excellent academic performance as demonstrated by recent university or institution records.
- Have no immediate relatives (e.g. father, mother, brother, sister) working in any UNICEF office; and have no other relatives in the line of authority that the intern will report to.
- Additional consideration will be given for any past experience as follows:
 - Experience in producing High quality photos and video
 - Experience in Managing social platforms
 - Experience in organizing events or conferences
 - Research, data analysis, data visualization and information management skills.
- Flexibility, teamwork skills, professional and personal integrity;
- Excellent written and oral communication skills;
- Knowledge of Microsoft Teams, Adobe programs, SharePoint and Zoom including conferencing
- Fluency in English is required. Knowledge of a local language is necessary an asset.

For every Child, you demonstrate...

UNICEF's values of Care, Respect, Integrity, Trust, and Accountability (CRITA).

To view our competency framework, please visit [here](#).

UNICEF is committed to diversity and inclusion within its workforce, and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of the organization.

UNICEF offers reasonable accommodation for personnel with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the recruitment process and afterwards in your assignment.

UNICEF has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UNICEF, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination. UNICEF also adheres to strict child safeguarding principles. All selected candidates will be expected to adhere to these standards and principles and will therefore undergo rigorous reference and background checks. Background checks will include the verification of academic credential(s) and employment history. Selected candidates may be required to provide additional information to conduct a background check.

For every Child, you demonstrate...

UNICEF's core values of Commitment, Diversity and Integrity and core competencies in Communication, Working with People and Drive for Results.

The core competencies required for this post are:

- Demonstrates Self Awareness and Ethical Awareness (1)
- Works Collaboratively with others (1)
- Builds and Maintains Partnerships (1)
- Innovates and Embraces Change (1)
- Thinks and Acts Strategically (1)
- Drive to achieve impactful results (1)
- Manages ambiguity and complexity (1)

View our competency framework at

http://www.unicef.org/about/employ/files/UNICEF_Competencies.pdf

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