

UNITED NATIONS CHILDREN'S FUND in Armenia

Terms of Reference

Communication Programme Intern

1. Program information:

UNICEF is mandated by the United Nations General Assembly to advocate for the protection of children's rights, to help meet their basic needs and to expand their opportunities to reach their full potential. The UNICEF staff and experts/consultants should act in accordance with the UN Code of Conduct and UNICEF Mission.

2. Background and context:

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. Our main areas of work in Armenia focus on the survival, health and development of children aged 0-6 years, the right of children to live in a caring and supportive family environment, enhancement of the realization of the rights of children with disabilities and on access to justice.

However, the coronavirus disease (COVID-19) pandemic has upended the lives of children and their families in many countries, including in Armenia, as health systems buckle, borders close, and schools shutter. Hence, the Communication Programme has revised its activities to respond to these new challenges in the best possible way by rapid response to emergency situation through risk communication and behavior change messaging, raising awareness around psychosocial support, including positive parenting, coping mechanisms, ending violence, strengthening system response through translating, adapting and designing programmatic guidelines, as well as countering fake news and securing UNICEF visibility related to emergency response.

3. Overall purpose of the assignment:

Under the guidance of the Communication Officer, and in coordination with Programme units, Communication Programme Intern is accountable for supporting the implementation of communication activities in line with humanitarian response, programme advocacy and risk communication to expand reach, and engage people to take action for children.

4. Duty station: Yerevan, Armenia

5. Supervisor: The intern will be supervised by and report to the UNICEF Communication Officer and will work with UNICEF Communication section on daily basis.

6. Major tasks to be accomplished:

- Support the development of humanitarian response situation reports
- Support the development of information materials
- Support the development of digital activations in line with monthly editorial calendar
- Support the management of digital channels, from posting to analytics and responding to messages
- Help track key performance indicators for digital activations and contribute to digital analytics
- Support section filing and archiving, including of digital materials
- Provide organizational support for events/exhibitions.

7. Deliverables:

- Monthly inputs to situation reports
- Information materials developed in line with UNICEF standards
- Digital channels updated and all messages responded to
- Indicators tracked for key digital activations
- Section databases and filing updated and archived

All materials developed will remain the copyright of UNICEF and that UNICEF will be free to adapt and modify them in the future.

8. Time-Frame:

The selected persons will work 5-8 hours daily (25-40 hours per week) for a period of 6 months (June - December 2021). The exact schedule of the activities will be agreed based on the progress of tasks.

9. Qualifications or specialized knowledge/experience required:

- Be enrolled in a degree programme or have graduated within the past two years in the area of Sociology, Communication or a related field with good academic standing (selected Intern must be at least 18 years old)
- Advanced knowledge of standard computer applications, including MS Office
- Additional consideration will be given for any past work/volunteer experience
- Strong organizational skills
- Strong knowledge of Armenian and English.

10. Benefits and Terms of Internship

- As part of the internship, the intern will have the opportunity to learn in-depth about the field of mass communication, including public advocacy, digital communication, management of social media channels, monitoring and evaluating communication work, including media monitoring. The intern will get familiarised with how UNICEF country offices operate in Armenia and worldwide.
- In accordance with UNICEF's guidelines, the intern will be paid a monthly stipend of AMD 55,000 for full-time work;
- The intern is expected to work remotely (depending on COVID-19 related guidance) with agreed time schedule on regular basis;
- The intern should use his/her personal computer during the length of the internship;
- The intern is also expected to have and responsibly use UNICEF email account for communication and update of all underlying internal databases and sites in line with UNICEF's policy on Acceptable Use of Information Technology Resources and Non-disclosure;
- UNICEF will provide relevant documents such as proof of internship upon completion;
- If accepted, the intern will be required to provide a copy of health insurance coverage for the period of internship and to fill out the relevant UNICEF forms on conditions regarding service as an intern;
- Interns may take up to 2.5 days per month off work for any reason, including for medical reasons. The stipend will be reduced for any absence beyond this quota;
- As a part of on-boarding the selected Intern will need to complete mandatory on-line courses as appropriate;
- There is no expectancy of employment at the end of the internship assignment.

11. Procedures and logistics:

The deadline for the submission of applications is **30 May 2021**. Applications should include:

- Cover letter;
- CV with links to any social media pages that you have managed or content produced;
- Proof of bachelor's degree and/or proof of enrolment in a degree programme and up to date university transcript;
- Incomplete applications will not be considered.

All qualified applicants should apply online, using the UNICEF E-Recruitment system and following the online application link. Incomplete applications will not be considered.