Communication Intern, UN Resident Coordinator’s Office

Location: Kampala, UGANDA

Application Deadline: 21-Apr-17 (Midnight New York, USA)

Time left: 11d 20h 46m

Additional Category: Management

Type of Contract: Internship

Post Level: Intern

Languages Required: English

Starting Date: 01-Jun-2017

(date when the selected candidate is expected to start)

Duration of Initial Contract: 3 Months

Background

The United Nations is an impartial and trusted partner in Uganda, supporting the Government to achieve its development goals. The United Nations Country Team (UNCT), is comprised of 22 resident and non-resident UN agencies. The UN Resident Coordinator/UNDP Resident Representative (RC/RR) leads the UNCT and is the highest representative of UNDP in Uganda. The RC/RR is also the Designated Official for security for UN Uganda.

Duties and Responsibilities

Under the overall guidance of the Coordination Specialist and the direct supervision of the Communication Officer, the Communication Intern will support the Resident Coordinator’s Office with several tasks.

Support the Communication Officer at RCO by doing the following:

Contribute to researching and writing RC speeches, talking points, statements articles, opeds, blogs etc;

Preparing and circulating minutes of meetings and follow up on actions;

Hard and soft copy filing of documents;

Photography of events involving the UN Resident Coordinator and the UN in Uganda;

Systematic storing of the photographs systematically on the shared drive for future us in publications;

Contribute to the design and production of publications, branding and visibility items for the UN in Uganda;

Contribute to organizing events for UN in Uganda;
Contribute to posts on social media platforms and website of the UN in Uganda;

Engage with a diverse group of partners and close collaboration with all UN entities in the country;

The intern is expected to develop excellent secretariat skills including meeting planning and preparation, organization, minute taking and follow up;

The intern is expected to learn the structures of the UN coordination mechanisms at country level;

The intern will have the opportunity to participate in various high-level meetings coordinated or organized by the RCO

To apply: https://jobs.undp.org/cj_view_job.cfm?cur_job_id=71640