

CORE VALUES: *INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY*

VACANCY ANNOUNCEMENT

TERMS OF REFERENCE

POSITION TITLE	: Communications Officer (Intern)
TYPE OF CONTRACT	: Internship
CONTRACT DURATION	: 6 months
ORGANISATION	: United Nations Office on Drugs and Crime
DUTY STATION	: Lilongwe, Malawi

BACKGROUND

UNODC would like to hire the services of a Communications Officer (Intern) with excellent communication skills, both written and verbal, a solid understanding of the domain of UNODC's mandate and the sensitivity of its issues, an ability to work with and relate to a diverse set of clients, and excellent visualization skills. The main responsibility of this internship position is to effectively communicate the UNODC's work in Malawi online and organize the UNODC Regional's media contacts.

DUTIES AND RESPONSIBILITIES

Under the overall supervision and guidance of the National Project Officer – Malawi, the Communications Officer (Intern) will be responsible for:

- Maintain and update regularly the UNODC ROSAF website with information from Malawi, including the production of one web story per week and the linking of news and other relevant information
- Produce impact based monthly newsletter that capture UNODC interventions in Malawi
- Propose, organize and support the production of UNODC inputs to as well as of publications, including their dissemination
- Maintain a database with the main UNODC contacts in for the dissemination of UNODC publications, including media contact
- Engage proactively with the Communications Groups of the UNCTs in Malawi and the region
- Organize media activities for UNODC Malawi project office
- Maintain a repository of all communications-related activities on UNODC Malawi project Office
- Review the communication activities, seeks their improvement involving UNODC staff in Malawi and external audience
- Perform other activities as requested.

COMPETENCIES

- **Professionalism:** Shows pride in work and in achievements. Demonstrates professional competence and mastery of subject matter. Is conscientious and efficient in meeting commitments, observing deadlines and achieving results. Is motivated by professional rather than personal concerns. Shows persistence when faced with difficult problems or challenges. Remains calm in stressful situations.
- **Communication:** Speaks and writes clearly and effectively. Listens to others, correctly interprets messages from others and responds appropriately. Asks questions to clarify and exhibits interest in having two-way communication. Tailors language, tone, style and format to match audience. Demonstrates openness in sharing information and keeping people informed.
- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals. Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others. Places team agenda before personal agenda. Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position. Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
- **Planning & Organizing:** Develops clear goals that are consistent with agreed strategies. Identifies priority activities and assignments; adjusts priorities as required. Allocates appropriate amount of time and resources for completing work. Foresees risks and allows for contingencies when planning. Monitors and

EVALUATION CRITERIA/EXPERTISE SOUGHT (REQUIRED EDUCATIONAL BACKGROUND, YEARS OF RELEVANT WORK EXPERIENCE, OTHER SPECIAL SKILLS OR KNOWLEDGE REQUIRED):

Educational Qualifications

- Master's Degree students and/or graduates in Communication, media, international development studies, international relations, social sciences, political science, law or other relevant fields/ Or
- Experience with other UN agencies, international organisations and/or non-governmental organisations and relevant professional experience or equivalent in a similar profile would be considered an asset.

Experience and skills

- Experience in writing and editing skills for the Web and on strategic and qualitative issues is required
- Proven writing and editing skills in English, with an ability to convey complex ideas in a clear and direct style is required
- Skilled at design, including website designing and online editing tools viz. flash, multimedia etc. is required
- Ability to make basic digital content web friendly viz. video capture, editing and streaming is desirable
- Excellent creative thinking and content development skills is an advantage
- Skilled at using Content Management Systems is an advantage
- Strong diplomatic and interpersonal skills
- Demonstrated client orientation
- Ability to work under stress and multiple tasks under tight deadlines

Languages

- Excellent spoken and written English is required
- Knowledge of the local language is desirable.

APPLICATION REQUIREMENTS

Interested candidate with a relevant experience should submit the following documents to takalani.godobedza@un.org with the subject line “*Communication Officer Intern*” by 26 May 2022.

Cover letter and Personal History Profile (UNDP P11 Form). The Personal History Profile must include past work experience and three contactable referees. This form can be found at https://procurement-notices.undp.org/view_file.cfm?doc_id=272680

Assessment: Evaluation of qualified candidates may include an assessment/assignment exercise and/or a competency-based interview.

Short-listed applicants may be required to undergo relevant skills tests and reference checks will be done.

For technical queries, please contact Human Resources Unit by email at takalani.godobedza@un.org.

These TORs will also be available on UNODC website:

<https://www.unodc.org/southernafrika/en/consultancies-and-opportunities.html>

UNODC/UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous group and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.

UNODC/UNDP does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment, and discrimination. All selected candidates will, therefore, undergo rigorous reference and background checks.

Note: Failure to submit supporting documents as specified in the advertisement will result in an incomplete application. Applicants who submit incomplete applications will NOT be considered. Due to the high volume of applications, correspondence will be limited to shortlisted candidates only. UNODC reserves the right not to make an appointment.
