



## UNITED NATIONS POPULATION FUND

### Terms of Reference for an Internship on Communications

#### **Position Information:**

**Title:** Communications Intern

**Duration:** 4-6 months, ASAP

**Report to:** Communications Analyst

**Department:** Programme Team

**Office:** UNFPA China Office, Beijing

#### **1. Organizational Context**

UNFPA is the United Nation's sexual and reproductive health agency. In more than 150 countries, it works to deliver a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA does crucial work in empowering women and young people everywhere to realize their basic human rights and fully engage in society.

Since 1979, UNFPA has helped strengthen China's capacity to conduct population censuses and demographic analyses, to make the most of quality data for policy planning, and, crucially, has consistently and strongly advocated for and promoted sexual and reproductive health and reproductive rights for all, including voluntary family planning.

The onset of UNFPA's role in China marked the first time that the country had received assistance from any international agency in relation to population issues. In

the early years, UNFPA's assistance focused on strengthening the nation's capacity to collect and use population data and on supporting the manufacture of safe and modern contraceptives. As China rapidly developed, UNFPA's assistance has expanded to tackling challenging issues surrounding young people's sexual and reproductive health and rights, urbanization, population ageing and gender-based violence.

UNFPA is now implementing the eighth Country Programme (2016-2020), which complements the Chinese government's development vision set out in the 13th Five-Year Plan (2016-2020), and is consistent with the United Nations Development Assistance Framework for the same period. The Country Programme is supporting policy reforms and development based on evidence, research, capacity-building, advocacy and interventions aimed at ensuring universal access to sexual and reproductive health and rights, and inclusion of population issues into policy-making to ensure that necessary protection and services are provided to vulnerable populations.

In line with UNFPA's Strategic Plan (2018-2021), the Eighth Country Programme (CP8) in China has a heightened focus on upstream policy advocacy, supported by stronger strategic communications. Effective communications have been set as essential element of UNFPA's work globally and in countries.

UNFPA China is seeking an intern to support its communications and advocacy work in China.

## **2. Major Tasks for the Intern**

Under the overall supervision of the Communications Analyst, the intern will be a member of the communications team, supporting the office programme and advocacy work. S/he will interact actively with the technical programme and operation teams, and contribute to the entire Country Programme.

### **Key tasks for the intern:**

- Provide organizational and logistical support for the office communication and advocacy activities;
- Assist in translating and proofreading communications materials, including but not limited to press releases, statements, policy briefs and reports;
- Assist in writing, editing and design communications content, including newsletters, event announcements, web content, digital content and other targeted communications;
- Assist in media and social media outreach;
- Carry out regular monitoring of national and international media resources on news reporting relevant to UNFPA's work in China;
- Design multimedia projects as assigned, including flyers, ads, and infographic;
- Undertake ad hoc tasks and miscellaneous activities upon request.

**Recruitment Qualifications:**

- University enrollment: bachelor's degree (or equivalent) and be completing at least a Master's degree at the time of application;
- Academic background in communications, journalism, English studies, social sciences or a related field;
- Native Chinese speaker, fluent in both Mandarin and English in written and oral;
- Interest in the field of development especially related to communications;
- Organizational skills of advocacy campaigns and events;
- Communications or graphic design skills, particularly with social media desirable;
- Ability to work independently and as a team member;
- Sensitivity to political, cultural and national differences and adaptability to multicultural environments.