

Job Description

Post Title: Communication and Translation Intern
Duty Station: Communication, Innovation and Partnership Team, UNDP China
Duration: Full-time, 6-12 months

Duties and Responsibilities:

The Communication and Translation Intern, under the overall guidance and supervision of the Team Leader, will carry out the following duties and responsibilities:

1. Assist in conducting research, compiling background materials, statistical data and briefing notes for advocacy/outreach activities, events and partnership buildings related activities;
2. Assist in the preparation of communications and public-private partnerships outreach materials (i.e. powerpoint presentations, brochures, infographics, videos, etc), as needed;
3. Assist in the preparation of social media content including Weibo and WeChat posts;
4. Assist in the translation of media advisories, press releases, news articles, speeches, publications, and website from English to Chinese;
5. Assist in the interpretation at high-level meetings, press conferences, events and celebrations in both English and Chinese;
6. Assist in organizing media events such as press briefings/conferences/celebrations, etc.
7. Assist in updating and organizing event photos, as well as editing videos;
8. Assist in post-event media/social media coverage monitoring by requesting hard copies from media outlets and conducting online searches and by helping to create and maintain a media coverage monitoring file;
9. Assist in organizing newspapers and magazines in the resource centre;
10. Join any ad hoc task forces that require his/her support as requested by the supervisor.

Competencies and Skills Required:

- Relevant translation qualifications at BA level or higher
- Relevant work experience in translation and interpretation preferred
- Full proficiency in English and good command of Chinese especially the writing skill
- Good analytical and organizational skills for media events
- Good communications and interpersonal skills
- Ability to work in a multi-cultural team environment and be an effective team player.
- Sound judgment, diplomacy and sensitivity to confidential matters.
- Good IT competency
- Ability to work with Microsoft Office software
- Proactive, organized and self-motivated.

Qualifications:

Graduate students with formal training in relevant fields; preferably journalism/communication, public/business administration, international development, translation/interpretation, or other related fields. Previous assignment in a similar position would be desirable.