**Terms of Reference** 

**Intern, UNFPA Lesotho Country Office**

**Job title: Communications Intern (**Graphic Design)

**Location: UNFPA, Maseru Lesotho**

**Full/Part-time: Full-time**

**Remote/In person: In person**

**Duration: 9 Months**

**The Position:**

Under the direct supervision of the Communications Assistant, UNFPA Lesotho Country Office, the intern will support the Lesotho CO team in the areas of Communications with a focus on Graphic Design.

A work-plan with achievements for the duration of the Internship and learning opportunities will be agreed upon. Periodic progress meetings will lead to a beneficial environment for the Intern enhancing her/his skills and capacity in areas related to UNFPA’s mandate.

**About UNFPA and How You Can Make a Difference:**

UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA’s strategic plan (2022-2025), reaffirms the relevance of the current strategic direction of UNFPA and focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices. These results capture our strategic commitments on accelerating progress towards realizing the ICPD and SDGs in the Decade of Action leading up to 2030. Our strategic plan calls upon UN Member States, organizations, and individuals to “build forward better”, while addressing the negative impacts of the COVID-19 pandemic on womens’ and girls’ access to sexual and reproductive health and reproductive rights, recover lost gains and realize our goals.

UNFPA is seeking candidates that transform, inspire and deliver high impact and sustained results. We need interns who are exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in programme results.

**You would be responsible for: Graphic Design**

**Graphic Design**

* Design and develop a variety of social media content including infographics, videos, photo posts, etc
* Produce designs for use in the daily management of UNFPA Lesotho social media engagement channels: Facebook, Twitter, Instagram, and YouTube;

The Intern will be responsible for the following duties:

* Design dynamic and engaging visuals for, social media platforms, publications, events material, infographics, data visualizations, icons, newsletters, brochures, flyers and report covers.
* Creating and editing infographics or videos for official digital communication channels;
* Create graphically engaging presentations and materials;
* Edit images for communications activities;
* Performing other duties as required.

**Qualifying for an Internship**

Educational requirements

* Be enrolled in a first university degree programme (such as bachelor’s degree or equivalent) and have completed one full academic year
* Have recently graduated with a university degree as defined above and, if selected, must start the internship within one-year of graduation
* Preferred areas of studies are mass communications, graphic design, visual communications, media, at the university level
* Good English writing and speaking skills
* Experience in photography, video production and editing skills

**Learning Elements:**

Upon completion of the assignment, and depending on its duration, the Intern will gain the following knowledge assets:

1. Understand the dynamics of operational and programme support and communications in a country office
2. Learn UN technical language, working procedures, and coordination mechanisms
3. Produce and design substantive communication materials
4. Network with UN colleagues
5. Work experience as a team member in a multicultural setting

**Financial Aspects:**

Interns do not receive a salary or any other form of remuneration from UNFPA. The costs associated with an intern's participation in the programme must be assumed either by the nominating institution, which may provide the required financial assistance to its students, or by the students themselves, who will have to meet living expenses as well as make their own arrangements for accommodation, travel and other requirements. However, they receive a stipend to help cover basic daily expenses related to the internship, if not financially supported by any institution or programme, such as a university, government, foundation, or scholarship programme. The stipend is based on the intern’s agreed place of work, which may be different from the duty station of the hiring office in cases of remote arrangements.

In addition, applicants must have medical insurance for the duration of the internship. Proof of insurance will need to be submitted before the internship begins. UNFPA does not provide medical insurance for interns.

**UNFPA Work Environment:**

UNFPA provides a work environment that reflects the values of gender equality, diversity, integrity and healthy work-life balance. We are committed to ensuring gender parity in the organization and therefore encourage women to apply. Individuals from the LGBTQIA+ community, minority ethnic groups, indigenous populations, persons with disabilities, and other underrepresented groups are highly encouraged to apply. UNFPA promotes equal opportunities in terms of appointment, training, compensation and selection for all regardless of personal characteristics and dimensions of diversity. Diversity, Equity and Inclusion is at the heart of UNFPA's workforce - click here to learn more.

**Disclaimer:**

UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process and does not concern itself with information on applicants' bank accounts.

**How to Apply**

Interested candidates please apply to : Lesotho.office@unfpa.org

Due to the volume of applications received, only shortlisted candidates will be contacted for an interview.