



## Internship Terms of Reference

<b>Internship Title:</b>	<b>Communications Intern</b>
<b>Reference Number</b>	N/A
<b>Institute/Office:</b>	<b>United Nations University – World Institute for Development Economics Research (UNU-WIDER/KMU/UNU-605)</b>
<b>Duty Station:</b>	Helsinki, Finland
<b>Supervisor Name:</b>	Marie-France Boucher
<b>Supervisor Email:</b>	boucher@wider.unu.edu
<b>Duration:</b>	01 February 2025 to 31 July 2025
<b>Background</b>	
<p>For the past four decades, UNU has been a go-to think tank for impartial research on the pressing global problems of human survival, conflict prevention, development, and welfare. With more than 400 researchers in 13 countries, UNU’s work spans the full breadth of the 17 Sustainable Development Goals, generating policy-relevant knowledge to effect positive global change. UNU maintains more than 200 collaborations with UN agencies and leading universities and research institutions across the globe.</p> <p>UNU-WIDER is one of 14 research and training Institutes that comprise the think tanks in the UNU system. UNUWIDER is a leading international development economics think tank. The Institute provides economic analysis and policy advice with the aim of promoting sustainable and equitable development for all. The Institute began operations in 1985 in Helsinki, Finland, as the first research centre of the United Nations University. Today, it is a unique blend of think tank, research institute, and UN agency — providing a range of services from policy advice to governments, as well as freely available original research. More information on UNU-WIDER and its current work programme are available on the Institute's website. For more information, please visit <a href="https://www.wider.unu.edu/">https://www.wider.unu.edu/</a>.</p> <p>This is an in-person internship, located within the Knowledge Mobilization Unit at UNU-WIDER Helsinki office. The intern will support communications work including writing short pieces on the economics research produced by the institute, developing social media posts and videos, planning and implementing the Institute’s 40<sup>th</sup> anniversary year celebrations and more.</p>	
<b>Description of Responsibilities</b>	
<ul style="list-style-type: none"><li>• Assist in planning, coordinating, and executing UNU-WIDER's 40<sup>th</sup> anniversary events, such as supporting event logistics, including venue arrangements, coordinating with vendors, handling invitations, managing participant registration, etc.</li><li>• Support the production of online and print materials, such as web pages, brochures, video elements, office documents and other promotional materials</li><li>• Develop and disseminate promotional materials and social media content related to the research produced in the organization and the special anniversary events and milestones</li><li>• Support media relations and outreach through drafting press releases, media kits, and background notes that convey the significance of the anniversary and UNU-WIDER’s work</li></ul>	

- Assist in gathering and analyzing feedback from event participants and stakeholders to evaluate the success and impact of anniversary activities
- Perform other duties as assigned by the supervisor

### **Learning objectives**

As part of UNU-WIDER's communications team within the Knowledge Mobilization Unit, the intern will enhance their skills in knowledge translation and event promotion, gaining hands-on experience in communications from planning to execution. Dedicated time will be allocated by the supervisor for understanding the brand, styles and tone of voice of UNU-WIDER and the UN system in general, and the role of communications in a research institute.

The intern will gain insight into the functioning of a UN think tank from a communication perspective, while learning how to work within the UN and UNU identity, rules and regulations.

The intern will be able to participate in training offered by UNU-WIDER and opportunities will be discussed with the intern upon arrival.

### **Competencies**

#### **Values:**

- **Inclusion** - Take action to create an environment of dignity and respect for all, regardless of age, culture, disability, ethnicity, gender, gender identity, gender expression, geography, grade, language, nationality, racial identity, religion, sex, sex characteristics, sexual orientation, social origin or any other aspect of identity.
- **Integrity** - Act ethically, demonstrating the standards of conduct of the United Nations and taking prompt action in case of witnessing unprofessional or unethical behaviour, or any other breach of UN standards.
- **Humility** - Demonstrate self-awareness and willingness to learn from others.
- **Humanity** - Act according to the purposes of the United Nations: peace, dignity and equality on a healthy planet.

#### **Behaviours:**

- **Connect and Collaborate** - Build positive relationships with others to advance the work of the United Nations and work coherently as One UN
- **Analyse and Plan** - Seek out and use data from a wide range of sources to understand problems, inform decision-making, propose evidence-based solutions and plan action
- **Deliver Results with Positive Impact** - Hold oneself and others accountable for delivering results and making a positive difference to the people and causes that the United Nations serves
- **Learn and Develop** - Pursue own learning and development and contribute to the learning and development of others
- **Adapt and Innovate** - Demonstrate flexibility, agility and the ability to think and act in novel ways

### **Qualifications**

#### **Education:**

Applicants to the UNU-WIDER internship programme must at the time of application meet one of the following requirements:

- University studies in one of the following disciplines: communications, journalism, social sciences or other relevant subjects is required.

- Be in their final year of undergraduate study or enrolled in a graduate degree programme or is within the two-year post graduation (maximum) from either a bachelors', masters' or PhD degree programme.

**Language:**

- Excellent communication skills (written and oral) in English are required;
- Working knowledge of another UN language is an advantage.

**The Intern is expected to have:**

- The ability to work in a multi-cultural environment with sensitivity and respect for diversity;
- An interest in international development, economics, conflict research, or the UN system is desirable
- Experience in event planning and organizing is an asset
- Proficiency in using MS Office, Adobe InDesign, and Photoshop for creating event and promotional materials is desirable
- Experience with social media channels and web content management system, such as Drupal is an asset
- Basic experience with video editing is an asset.

**Application Procedure**

**How to Apply:**

- Apply via the application [link](#);
- Attach a brief Cover Letter (in English) stating interest;
- Attach a current and complete CV in English;
- Answer a few questions that are tailored to the internship.

Application Deadline: 11 December 2024, 23:59 UTC+3.

Candidates invited for an interview must submit prior to the interview the following documents:

- Document(s) confirming your education status (e.g. transcript or proof of enrolment)
- Proof of health accident insurance valid for the location in which the internship will be carried out. Selected intern must have health insurance.

**Stipend**

Interns who are not in receipt of financial support from other sources such as universities or other institutions will receive a stipend of EUR1,399.00 per month of full-time internship from UNU to partially subsidize their basic living costs for the duration of the internship.

The stipend will be paid on a monthly basis and part-time internship arrangements are prorated accordingly.

**Additional Information**

Interns are not staff members and may not represent UNU in any official capacity.

**Special notice**

Please note that the selected candidate must have a Finnish nationality or a valid residence and working permit for Finland.

The purpose of the Internship Programme is to complement an intern's studies. There should be no expectation of employment with UNU at the end of an internship.

UNU accepts no responsibility for costs arising from accidents and/or illness or death incurred during the internship. Applicants must have medical insurance for the duration of the internship. Proof of insurance will need to be submitted before the internship begins.

UNU is committed to diversity and inclusion within its workforce, and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons living with disabilities to apply.

UNU has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UNU, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination.

**Information about UNU rosters**

UNU reserves the right to select one or more candidates from this internship announcement. We may also retain applications and consider candidates applying to this internship cohort for upcoming internships.