



## THE UNITED NATIONS POPULATION FUND

Sub-regional Office for the Caribbean invites applications from suitably **qualified Nationals of Trinidad and Tobago**,

JOB ID NO.: SROC-02/TTLO  
CLOSING DATE: **23rd March 2024**  
CATEGORY: Internship: Communications and Project Assistant  
LOCATION: Trinidad and Tobago, Liaison Office  
DURATION: Between 6 and 9 months  
ORGANIZATIONAL UNIT: UNFPA Sub-regional Office for the Caribbean

### **Purpose of the Internship**

To support the projects and communication work and function of the Liaison Office. The Intern is to provide support to the Trinidad and Tobago Liaison Office, primarily in the areas of drafting proposals, concept notes, terms of references, digital and print communications as well as event planning.

### **Scope of work, *inter alia***

- Create platform-specific digital content, including images, short videos and text for social media platforms and UNFPA SROC website to promote the work of UNFPA Trinidad and Tobago
- Generate ideas for original, context-specific content to localize global UNFPA days or causes on the SROC UNFPA website and via other UNFPA media channels, social media etc.
- Write original pieces for UNFPA Trinidad and Tobago, which may also be reproduced in traditional media.
- Script content for original digital video shorts on the Sustainable Developments Goals and/or other UNFPA Trinidad and Tobago projects
- Download global UNFPA content from Trello and other sources, and upload to UNFPA SROC social media platforms
- Monitor social media feeds to curate material from global and SROC UNFPA, so the material can be cross promoted on UN in TT platforms

### **Requirements:**

Visit our website: <https://bit.ly/UNFPATTOC> for the detailed Terms of Reference.

To apply, kindly submit application letter and CV to:

**Vacancy #: 2024/Comm-Intern-02**  
14-20 Port Royal Street, Kingston  
Email: [vacancy.sroc@unfpa.org](mailto:vacancy.sroc@unfpa.org)  
**Only short-listed candidates will be contacted.**

**Note:**

- There is no application, processing or other fee at any stage of the application process.
- UNFPA does not solicit or screen for information in respect of HIV or AIDS and does not discriminate on the basis of HIV/AIDS status.
- UNFPA provides a work environment that reflects the values of gender equality, teamwork, respect for diversity, integrity and a healthy balance of work and life. We are committed to maintaining our balanced gender distribution and therefore encourage women to apply.