

TERMS OF REFERENCE

Title: Communications and Project Assistant

Hiring Office:	Sub-regional Office for the Caribbean (SROC), Trinidad and Tobago Liaison Office
Background:	<p>The UNFPA Sub-Regional Office for the Caribbean (SROC) serves 22 countries and overseas territories in the English and Dutch-Speaking Caribbean, including Trinidad and Tobago. UNFPA is the lead UN Agency for delivering a world where every pregnancy is wanted, every birth is safe, and every young person's potential is fulfilled.</p> <p>The fund has provided support to the Caribbean since 1969 and remains the largest international source of population assistance to governments, non-governmental organizations and civil society. Strategic areas of focus include: ending maternal deaths, ending the unmet need for family planning and ending gender based violence.</p> <p>Under the overall supervision of the Director of the Sub-Regional Office for the Caribbean, based in Jamaica, with day-to-day supervision of the Trinidad and Tobago Liaison Officer, and direct supervision provided by the Programme Assistant. The Communications and Project Assistant support with the development and implementation of a comprehensive communication strategy, in accordance with UNFPA's policies and priorities for the Trinidad and Tobago Office. UNFPA Trinidad and Tobago is currently implementing projects in collaboration with donors including European Union, UNPRPD and the Multi-Partner Trust Fund.</p>
Purpose of Internship	The purpose of this assignment is 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 area of drafting proposals, concept notes, terms of references, digital and print communications as well as event planning.
Scope of work:	<ul style="list-style-type: none">• 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

	<ul style="list-style-type: none"> • Attend internal and external meetings related to operational areas of UNFPA’s activities. • Provide logistical support for virtual and in-person UNFPA activities including videography projects and outreach events and draft and exhibit content to showcase UNFPA activities at external events. • Support Programme Assistant with event planning and management and administration of vendors and suppliers’ transactions • Assist with the development and implementation of a public information strategy to prominently position UNFPA Trinidad and Tobago as the lead agency for delivering a world where every pregnancy is wanted, every birth is safe, and every young person’s potential is fulfilled. • Draft content in the form of human-interest stories from the field, photographs and video clips for local and international audience. Monitor media and highlight trending humanitarian-related topics to the relevant regional and country contexts to staff. • Undertake field visits to gather information and results related to the outreach and project activities and prepare the relevant communication materials. • Assist the Liaison Officer with the drafting of Concept Notes, Terms of Reference and Proposals • Attend monthly UNCG meetings • Perform any other functions assigned
<p>Duration and working schedule:</p>	<p>Based on the UN’s internship policies the hours will need to be completed over a six-week period. The internship can be extended for up to 9 months. The intern will be paid a stipend based on UN policies and guidelines.</p> <p>The start date for this internship is 1st April to 31st December 2024.</p>
<p>Place where services are to be delivered:</p>	<p>Services are to be delivered in Trinidad and Tobago in the UNFPA Offices located at UN House, 3 Chancery Lane, Port of Spain or from home as may be required.</p>
<p>Background and Experience</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Strong verbal and writing skills. <input type="checkbox"/> Knowledge of graphic design using Adobe Photoshop or Adobe Illustrator or use of Canva is preferred but not mandatory. <input type="checkbox"/> Strong copywriting skills for social media, with emphasis on excellent grammar, punctuation and use of appropriate layout and emoji styles for social media posts. <input type="checkbox"/> Experience in social networking platforms such as Twitter, Instagram, YouTube and Facebook and an understanding of digital communications strategies, social media platform-specific content requirements and social media trends are desirable. <input type="checkbox"/> Understanding of Search Engine Optimization using hashtags and titles is paramount <input type="checkbox"/> Applicants must at the time of application meet one of the following requirements: <ul style="list-style-type: none"> (a) Be enrolled in a postgraduate degree programme (such as a master’s programme, or higher); (b) Be enrolled in the final academic year of a first university degree programme (such as bachelor’s degree or equivalent);

	<p>(c) Have recently graduated with a university degree (as defined in (a) and (b) above) and, if selected, must start the internship within one-year of graduation;</p> <p>(d) Be enrolled in a postgraduate professional traineeship program and undertake the internship as part of this program.</p>
Supervisory arrangements:	The Intern will report to UNFPA's Liaison Officer in Trinidad and Tobago who will provide direct supervision, with overall responsibility to the Director of the Sub-regional Office.