



## JOB PROFILE

<b>FUNCTIONAL TITLE:</b>	<b>INTERN, communication and public relations</b>
<b>ORGANIZATIONAL UNIT:</b>	<b>UNIDO Liaison Office Brussels (EPR/BRO)</b>
	<b>Directorate of External Relations and Policy Research (EPR)</b>
<b>Duty Station:</b>	<b>Brussels, Belgium</b>
<b>Start of Internship (EOD):</b>	<b>February 2020</b>
<b>End of Internship (COB):</b>	<b>July 2020</b>

### ORGANIZATIONAL CONTEXT

UNIDO is the specialized agency of the United Nations that promotes industrial development for poverty reduction, inclusive globalization and environmental sustainability. Its mission is to promote and accelerate inclusive and sustainable industrial development (ISID) in developing countries and economies in transition. The relevance of ISID as an integrated approach to all three pillars of sustainable development is recognized by the recently adopted 2030 Agenda for Sustainable Development and the related Sustainable Development Goals (SDGs), which will frame United Nations and country efforts towards sustainable development in the next fifteen years. UNIDO's mandate in SDG-9, calls for the need to "Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation". Accordingly, the Organization's programmatic focus is structured in three thematic priorities: \* Creating shared prosperity \* Advancing economic competitiveness \* Safeguarding the environment.

UNIDO delivers its services through the following four complementary and mutually supportive core functions: (a) technical cooperation activities; (b) analytical and policy advisory services; (c) standard-setting and compliance and (d) convening and partnership role.

The Intern communication and public relations, shall be placed at the UNIDO Liaison Office in Brussels (BRO). The main responsibility of this office is to ensure the effective promotion and representation of UNIDO to the **European Union Institutions (Commission, Parliament, Council, EIB), Secretariat of the ACP group of States, Belgium and Luxembourg**, as well as support Headquarters in its relations with EU Member States and International Organisation of Francophonie (OIF). As such, it maintains close contact and communication with institutions of the EU and missions of Member States in Brussels; raise awareness of and support for UNIDO's programmes and activities; represent UNIDO in meetings of intergovernmental and inter-agency bodies; promote partnerships and cooperation with UN system organizations, civil society, think tanks, academia and the private sector and report on major trends for the work of the Organization.

The intern communication and public relations, assignment will be task driven. She/he will work under the overall guidance of the Representative and Head of the UNIDO Liaison Office in Brussels. The internship is expected to be for six months, is unpaid and full-time. Interns work five days per week (35 hours) under the supervision of a staff member, in the department or office that they are assigned.

### MAIN FUNCTIONS/KEY RESULTS EXPECTED

She/he shall be engaged as follows: Exposed to the regular core functions of the Liaison Office and as such shall have the opportunity to observe the day to day operations and engage in on-the-job training in specific actions. Engage in a specific-contained assignment described below:

- Support the UNIDO Liaison Office Brussels communication, partnership development, and public relation activities, through knowledge and information capturing and sharing with multiple channels & tools: e-mail, website, social media, publications, brochures, presentations, etc.
- Provide assistance to the UNIDO Liaison Office Brussels in capturing relevant data and information for strategic or operational use at country, regional and global level through media watch, content tracking and management, events attendance, reporting, etc.



- Support the collection of media materials (images, videos, news items, etc.) during events and meetings for preparation of publicity materials.
- Assist in the organization of, or participation to events and meetings, including planning, preparation of substantive materials, reporting and follow-up.
- Compiling best practices, lessons learnt, experiences and stories on key thematic areas of UNIDO's interventions in Brussels
- Assist with other outreach and publicity activities, such as: quarterly newsletters, brochures, social media, etc.
- Help develop multimedia and video content, editing the videos, interview recordings with UNIDO/Partners analysts.
- Engage professionally with social media platforms such as YouTube, Facebook, LinkedIn, Instagram and Twitter; monitor developments in online media; monitor success of online efforts using google analytics and other tools.
- Perform other duties as assigned.
- Prepare an end-of-internship report to be submitted and cleared by UNIDO.

### **KEY RESULTS EXPECTED**

Articles and content for social media prepared, Promotional material content developed, list of journalists and media updated, data base of photos, videos developed and updated, Meetings, committee and workshop prepared, End-of-assignment report submitted and approved by UNIDO.

### **VALUES TO EMULATE:**

**Core Values:** We live and act with Integrity. We show Professionalism. We Respect Diversity.

### **CORE COMPETENCIES TO LEARN ON THE JOB:**

**Core Competencies:** We focus on Results and Responsibilities. We focus on People. We Communicate and earn Trust. We think outside the box and Innovate.

**MINIMUM REQUIREMENTS** **Age:** between 21 and 35 years; **Education:** enrolled in a university degree programme (Bachelors, Masters, PhD); or begins the internship within a year of completing a Bachelor or Master's degree. **Field of specialization:** Economics, business administration or a field relevant to UNIDO's mandate and service areas. **Language Skills:** Fluency in written and spoken English and French is required. **Knowledge of another official United Nations language** (Spanish, Arabic, Chinese and Russian) is an asset. **Other skills:** Be computer literate in standard software applications. Previous exposure in international environment, office management and ICT support will be an asset.

**LEARNING ELEMENTS:** Become acquainted with the most up-to-date technical, economic and industrial developments in the relevant field of specialization of the Department. Furthermore, he/she is expected to deepen his/her knowledge in the fields of new product/services and process design. Gain experience in project design/management. On the job training: participation in every phase of the working process. Gain experience in working effectively in a diverse and multi-cultural environment.

**How to apply:** Interested candidates are hereby encouraged to apply on-line through the [UNIDO internship website](https://unido.org/en/employment/employment-opportunities) and please send a copy of the application to [p.gilabert@unido.org](mailto:p.gilabert@unido.org) and [office.brussels@unido.org](mailto:office.brussels@unido.org)