



*Ensuring reproductive rights for all*

**United Nations Population Fund (UNFPA) is pleased to announce the following vacancy:**

**VACANCY NO:** VA-Intern-01  
**OPENING DATE:** 1 May 2018  
**CLOSING DATE:** 14 May 2018  
**POST TITLE** Communication Intern  
**NUMBER OF POSITION** 1 (ONE)  
**CATEGORY** Internship (Unpaid)  
**DUTY STATION** UNFPA Kabul,  
**DURATION** Three months initially

**Purpose of Internship:**

UNFPA Afghanistan country office is working in Afghanistan to end unmet need for family planning, end maternal deaths and end violence and harmful practices against women and girls.

This is done under the UNFPA strategic goal that is universal access to sexual and reproductive health and reproductive rights, focusing on women, adolescents and youth. In accordance with the strategic direction of UNFPA and in line with General Assembly resolution 70/1 on the 2030 Agenda for Sustainable Development, the strategic plan seeks to ensure that no one is left behind and that the furthest behind will be reached first.

UNFPA has numerous interventions across the country, including Family Health Houses as small maternity clinics in remote areas in Afghanistan, promotion of family planning in Afghanistan, promotion and development of midwifery in Afghanistan, delivery of RH services at times of crisis, supporting two fistula centres in Kabul and Herat and planning to establish a new one in Jalalabad, managing a youth health line and a midwifery help line which work 24/7.

Under the overall guidance of the UNFPA Representative and under the direct supervision of the Advocacy & Communication Officer, the Communications Intern for the Advocacy & Communication Unit will support the Advocacy and Communication Department to develop at least 3 human interest stories within 3 months from UNFPA beneficiaries from the aforementioned services.

The intern will also support the communication department in day to day activities as shall be

assigned by the communication officer. Such duties will include but will not be limited to the duties and responsibilities as outlined below.

**Duties and Responsibilities:**

- A. Support the development of daily news brief from Afghanistan or international media focusing on UNFPA mandated areas in Afghanistan.
  - Prepare daily brief and email to All Afghanistan staff
  
- B. Contribute to the preparation and dissemination of a diverse range of information/communications products and initiatives as outlined in the country office communications strategy and work plan:
  - Coordinate and contribute to the production, dissemination and storage of communication products such as films, audio-visual messages, fliers, posters, brochures and country office annual reports in English, Dari and Pashto
  - Create and manage a publications catalogue for UNFPA Afghanistan
  - Update and Maintain UNFPA's media contact database
  - Develop social media messages for the 3 stories that are developed including providing good quality photographs from the field, of the beneficiary to be posted along with the story on UNFPA website and UNFPA social media pages,
  
- C. Translate and Proof-read communication materials (office correspondence, release, speech, etc.) from English into Dari/Pashto.
  
- D. Provide support to the communication associate in management of UNFPA social media pages including facebook and twitter (after trained)
  - Support the development of social media weekly plans for both facebook and twitter, drafting messages as per UNFPA mandate, and based on UNFPA New York office and Asia and the Pacific Regional Office messages and also country office Afghanistan to raise awareness of the public about gender, reproductive health, youth and population and development issues.
  - Work in close collaboration with UNFPA communication associate to develop infographics for the social media.
  - Suggest selection of photos from UNFPA photo gallery that should accompany the messages.
  
- E. Provide communication support to the organization of conferences and commemoration of UN international days
- F. Under supervision from communication officer and guidance and support of the communication associate prepare UNFPA communication folder for iDocs based on the old shared drive folder and gather all photos of 2015, 2016, 2017 and 2018, prepare a backup and also prepare a finalized folder based on year the photo is taken and based on thematic areas as per UNFPA projects and programmes,
- G. Perform other duties as required

## Job Requirements

### **Core competencies:**

- Values/Guiding principles
- Working in teams
- Communicating information and ideas/Knowledge sharing
- Appropriate and transparent decision making
- Self-management/Emotional intelligence and conflict
- Problem solving attitude

### **Functional Competencies:**

- Intermediate to advanced spoken and written English skills
- Proficiency in Microsoft Office
- Interpersonal, cross-cultural and representational skills

### **Essential Qualification and Experience:**

- Should have a bachelor degree in relevant field.
- Proficiency in both written and spoken English
- Proficiency in Dari language and preferably Pashto

## Submission Guidelines

Interested **Afghan Female** may send the completed United Nations Personal History form (P-11) by e-mail along with cover letter to the e-mail address: [recruitment.afg@unfpa.org](mailto:recruitment.afg@unfpa.org)