

United Nations Office for Project Services (UNOPS)

Vacancy Announcement (VA) – Communications Analyst Intern

Title:	Communications Analyst (Intern)
Organisation:	United Nations Office for Project Services (UNOPS)
Duty station:	Yangon, Myanmar
Section/Unit:	Livelihoods and Food Security Trust Fund (LIFT)
Contract type:	Internship
Duration:	6 Months (with possible extension)
Supervisor:	Jacquetta Hayes, Communications Specialist

BACKGROUND - UNOPS

“UNOPS plays a critical role in providing management services for our life-saving, peacebuilding, humanitarian and development operations. I have seen many examples of how these activities help suffering people in troubled parts of the world.”

-Ban Ki-moon, United Nations Secretary-General

UNOPS mission is to expand the capacity of the UN system and its partners to implement peacebuilding, humanitarian and development operations that matter for people in need.

Working in some of the world’s most challenging environments, UNOPS vision is to always satisfy partners with management services that meet world-class standards of quality, speed and cost effectiveness.

By assisting UN organizations, international financial institutions, governments and other development partners, UNOPS makes significant, tangible contributions to results on the ground.

UNOPS employs more than 6,000 personnel and on behalf of its partners creates thousands more work opportunities in local communities. With its headquarters in Copenhagen, Denmark, a network of five regional offices and a further 20 operations and project centres, UNOPS oversees activities in more than 80 countries.

UNOPS is committed to achieving a truly diverse workforce.

BACKGROUND – UNOPS Myanmar

UNOPS Myanmar develops, supports and oversees a portfolio of programmes and projects in Myanmar which focus on health programmes and livelihoods and rural development. UNOPS Myanmar ensures that synergies between programmes and projects are effectively developed. UNOPS is also expanding its infrastructure and procurement services in Myanmar, including advisory services in these areas.

The UNOPS Myanmar portfolio currently includes fund management of the multi-donor Three Millennium Development Goals Fund (3MDG) and the Livelihoods and Food Security Trust Fund (LIFT). In addition, UNOPS is the Principal Recipient of The Global Fund to Fight AIDS, Tuberculosis and Malaria grants to Myanmar (PR-GFATM), as well as the Regional Artemisinin Resistance Containment Initiative (RAI).

UNOPS Myanmar plays a critical role in ensuring quality services to UNOPS' partners that meet stringent requirements of speed, efficiency and cost effectiveness. It is also responsible for liaison with Government counterparts, Donors, NGOs and UN Agencies.

BACKGROUND – JOB SPECIFIC

UNOPS Myanmar is the Fund Manager for the multi-donor Livelihoods and Food Security Trust Fund (LIFT) established in Myanmar in 2009. The donors to LIFT are Australia, Denmark, the European Union, France, the Netherlands, New Zealand, Sweden, Switzerland, United Kingdom and the United States. LIFT's vision is to be an effective mechanism for channeling aid through partners, to achieve its goal of improving the food and livelihood security of the poor and vulnerable in Myanmar. LIFT also aims to be a collective and influential voice promoting programme coherence, innovation and learning, and providing a platform for enhanced policy engagement on agriculture, food security and rural development in Myanmar. LIFT is expected to continue operations until at least the end of 2018.

The Communications Analyst (Intern) will work with the Communications Specialist and the Communications Assistant. The unit comes under the supervision of the Head of Communications and Partnerships.

JOB DESCRIPTION

1. Duties and Responsibilities

Under the supervision of the Communications Specialist and working with the Communications Assistant, the Communications Analyst (Intern) shall perform these duties:

- Conduct research as requested contributing towards the development of the Fund's updated Communications Strategy and Action Plan.
- Assist with organising internal and external events, including the high level LIFT Annual Forum. Participate at meetings and events, as required.
- Take responsibility for developing quality content for the Fund's website and be an active participant in improving the website's function.
- Assist with drafting a range of materials for internal and external partners, e.g. donors, implementing partners and beneficiaries.
- Assist with the development, organisation and use of the Fund's photo library.
- Assess the current social media capacity of the Fund within the context. Identify and develop new audiences, for example through connection to donor social media channels. Update the Fund's social media platforms on a regular basis.
- Assess the current on-line and hard copy organisation of archived materials, including press cuttings, and improve the existing system.
- Perform other duties as required by LIFT's Communications Unit.

The intern is responsible to abide by security policies, administrative instructions, plans and procedures of the UN Security Management System and that of UNOPS.

2. Training components and participation in missions

UNOPS highly values interns' contributions and realizes the importance of **learning** during an internship. UNOPS thus provides a wealth of opportunities for on-the-job training, studying project-related documents, data analysis and preparation of reports and statistics. UNOPS encourages the intern to raise specific wishes regarding learning opportunities before and during the internship.

The intern will be required to take Basic and Advanced Security in the Field courses before arrival and the Department of Safety and Security briefing immediately after arrival. S/he will take the online UN and UNOPS induction courses on arrival. The intern will participate in the UNOPS Myanmar Induction Training that comprehensively covers all aspects of UNOPS work in Myanmar. S/he will have access to a large offering of online training on the comprehensive UNOPS intranet and opportunities to communicate with UNOPS HQ, Regional Office, and other country offices.

The duties will be mainly Yangon-based. A mission outside Yangon to gather stories from beneficiaries and implementing partners is possible.

3. Terms and Conditions

The intern is responsible for all costs associated with the internship (e.g. travel, accommodation, health insurance).

UNOPS Myanmar will provide the intern with the following:

- Workspace in a shared office including computer, stationery, land line telephone
- Use of common office facilities, as for all UNOPS staff
- A small stipend for those not receiving any funding from other institutions
- A small stipend towards the cost of travel to the duty station
- If mission travel is undertaken, Daily Subsistence Allowance, in accordance with UN policy
- Assistance with application for work visa

The internship comes with no expectations of future employment with UNOPS as a direct result of the internship.

REQUIRED QUALIFICATIONS

1. Academic qualifications

Either currently enrolled in a Bachelor's, Master's or PhD course in a relevant field (e.g. communications (including graphics and audio-visual) international relations, international development, public policy, economics, etc.), or have graduated within the past 3 years.

2. Language Skills

Fluency in oral and written English is required. Knowledge of a second language is an asset.

3. Computer Literacy

Mastery of Microsoft Office 2010. Skills in Photoshop, InDesign, a video editing programme such as Final Cut Pro or Adobe Premiere Pro and web content programmes would be an asset.

4. Additional requirements

Professionalism – Proven ability to conduct independent research and analysis, identify issues, and recommend solutions. Familiarity with UN and UNOPS rules, regulations and policies. Ability to work systematically, accurately and under pressure.

Analytical and problem solving skills – Excellent ability to make rational judgments from the available information and perform qualitative and quantitative analyses to gain a deeper understanding of a problem and to arrive at optimal solutions.

Planning and organising - Ability to establish priorities and to plan, coordinate and monitor own work plan and those under his/her supervision.

Result-oriented - Ability to focus on the result for the clients and respond positively to feedback.

Client orientation - Ability to identify clients' needs and appropriate solutions; ability to establish and maintain productive partnerships with clients.

Teamwork - Strong interpersonal skills and ability to establish and maintain effective working relations with people in a multi-cultural, multi-ethnic environment and different stake holders with sensitivity and respect for diversity.

Self-reliant: Ability to act independently with a minimum of supervision. Specific assignments may be reviewed while in progress; however the majority of tasks are reviewed upon completion. Routine duties are performed independently.

Additional Considerations

All applications must be made on UNOPS Global Personnel Recruitment System (GPRS).
<https://gprs.unops.org/pages/viewvacancy/VAListing.aspx>

In addition, please attach the following documents with the application:

1. CV (maximum 2 pages)
2. Cover Letter (maximum 1 page)
3. Writing sample (maximum 4 pages)

SELECTION PROCESS

- Submission of Application documents (deadline: **COB August 18th 2014**):

All applications must be made on UNOPS Global Personnel Recruitment System (GPRS) by **August 18th 2014**.
<https://gprs.unops.org/pages/viewvacancy/VAListing.aspx>

In addition, please attach the following documents with the application:

4. CV (maximum 2 pages)
 5. Cover Letter (maximum 1 page)
 6. Writing sample (maximum 4 pages).
- Interview (expected during the week of 25 – 29th August 2014)
Phone interview will be conducted will be conducted with shortlisted applicants.
 - Written test:
 - A timed task will be set directly after the phone interview.
 - Result: UNOPS informs applicant of result by 1st September 2014
 - Reference Checks
 - Contract: UNOPS and Applicant sign contract as soon as possible thereafter.
 - Internship: Commence internship on date to be jointly decided by UNOPS and applicant, but no later than October 6th 2014