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**TERMS OF REFERENCE**  
(IN050721)

Post title:	Communications and Partnerships Intern (Social Media)
Duty Station:	United Nations Office on Drugs and Crime – Statistics Korea Centre of Excellence (UNODC-KOSTAT CoE), Daejeon, Republic of Korea
Duration:	3-6 months

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**Background:**

The CoE, established in 2019, provides and organizes technical assistance and training activities to support Member States in the Asia-Pacific to improve statistical methodologies and technical capabilities in the production, collection, analysis and dissemination of crime and criminal justice statistics, which is vital for evidence based policy-making and monitoring the Sustainable Development Goals (SDG). Specific attention is given to key thematic challenges in the Asia-Pacific including gender-based violence, corruption, smuggling of migrants, trafficking in persons and adherence to international standards in criminal justice systems, among others. CoE objectives are met by promoting the adoption and implementation of the International Classification of Crime for Statistical Purposes (ICCS), increasing the availability and quality of data provided to UN-Crime Trends Survey (UN-CTS), and supporting the development of Corruption Surveys and Crime Victimization Surveys.

**Duties and Responsibilities:**

Under the overall supervision of the Centre of Excellence Coordinator and directly reporting to the Communications and Partnerships Officer, the intern will provide support for activities relating to social media management, communications, advocacy, partnerships, website management and website development to the CoE. Duties will include but are not limited to:

- Research, compile, draft and edit basic information for use in the preparation and production of public information materials, including website content;
- Assist with the maintenance and help develop the CoE's social media tools (Twitter and Facebook);
- Assist in developing multimedia content, such as graphics, photography and audio/video editing;
- Support the identification of key contacts and opportunities for strategic partnerships.

**Objective and Learning Opportunities:**

The candidate/intern will gain both substantive and operational knowledge related to assigned topics and thematic areas of crime and criminal justice from a UNODC perspective. In addition, the internship will help to provide a broad understanding of UNODC's mandates, obtain diverse working experience in the UN system, and gain technical skills related to public information, communications and developing partnerships and achieve an understanding of the value of data, with a specific focus on Asia and the Pacific.

**Qualifications and Requirements:**

**Education**

To qualify for an internship, applicants must meet one of the following requirements:

- a) be enrolled in a graduate school programme (second university degree or higher);
- b) be enrolled in the final academic year of a first university degree programme (minimum Bachelor's level or equivalent); or

c) have graduated with a university degree and, if selected, must commence the internship within a one-year period of graduation.

Interested candidates must be pursuing or pursued their degree in areas related to this Job Opening:

Journalism, Communications, Media Studies, Marketing, Public and Business Administration, or other field relevant to the position.

In addition, interested candidates must meet the following requirements:

- Be computer literate in standard software applications including MS Suite (Word, Excel, Power Point) and graphic design platforms (Canva, Photoshop, etc.);
- Working knowledge of video editing software and data visualization software (i.e. Tableau and Datawrapper) is desirable;
- Have a strong interest in pursuing a public relations/communication career;
- Have a demonstrated ability to successfully interact with individuals of different cultural backgrounds and beliefs, which include willingness to try and understand and be tolerant of differing opinions and views.

#### **Language requirements**

- Fluency in written and spoken English is required;
- Knowledge of Korean is an asset.

#### **Financial Aspects**

The United Nations does not remunerate interns in any way. Costs and arrangements for travel, visas, health insurance, accommodation and living expenses are the responsibility of the interns or their sponsoring institutions. Interns will not be entitled to any compensation for travel arrangements to and from the work location. Interns do not receive a salary or emoluments from the United Nations.

#### **Terms of Appointment**

Duration of the internship is 3-6 months. Participating interns are required to work fulltime during office hours. Time is allowed for outside research work and interviews.

#### **Duty Station**

The successful candidate will work at the UNODC-KOSTAT CoE office, in Daejeon, Republic of Korea.

#### **Expected Start Date**

August 2021

To apply, persons interested in the internship programme should submit:

- A Cover Letter indicating the preferred duration of the internship
- A Curriculum Vitae (CV)
- Proof of continuing studies or graduation certificate

All supporting documents shall be scanned and attached in **one** pdf file.

Interested persons should email their application to [unodc-kostat.coe@un.org](mailto:unodc-kostat.coe@un.org) until **8 August 2021 23:59 (KST)**. The subject line of your email must contain the following: "IN050721 – Communications and Partnerships – *Your Name*". Applications submitted after the closing date will not be considered.