



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

TERMS OF REFERENCE

Title:	INTERN (Communication specialist)
Main Duty Station and Location:	Rabat
Start (EOD):	September 2019
End (COB):	December 2019

ORGANIZATIONAL CONTEXT

The United Nations Industrial Development Organization (UNIDO) is the specialized agency of the United Nations that promotes industrial development for poverty reduction, inclusive globalization and environmental sustainability. The mandate of UNIDO is to promote and accelerate inclusive and sustainable industrial development in developing countries and economies in transition.

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 UNIDO Country Office (CO) in the Kingdom of Morocco is responsible for representing UNIDO in Morocco and promoting the Organization as an effective partner for development, and for this purpose, the CO maintains close contact with all local stakeholders at the country and regional levels as appropriate, including government institutions and international entities. The CO is further responsible for identifying national development and donor funding priorities in the country, and to support the formulation and monitoring of technical cooperation projects and programmes, in collaboration with the relevant technical departments and other appropriate organizational units.

The CO is also responsible for coordinating and reporting on UNIDO activities in the country, and providing inputs in to the development of regional strategies and policies

MAIN DUTIES:

Under the supervision of the UNIDO Country Representative, and reporting to her, the intern will undertake the following duties:

<u>MAIN DUTIES</u>	Concrete/ measurable Outputs to be achieved	Expected duration
Finalize and update promotional material especially Office Brochure and Project fact sheets	Office Brochure and Project fact sheets finalized	
Update regularly the twitter account of the Office	Twitter account regularly updated	
Prepare articles and content for UNIDO website and social media on	Articles and content for social media prepared	

UNIDO activities in Morocco as requested		
Develop creative content for promotional communication material: roll up, videos	Promotional material content developed	
Update the office list of journalists and local media reporting on industrial development	list of journalists and media updated	
Develop and maintain a data base of photos, videos on UNIDO activities in Morocco	data base of photos, videos developed and updated	
Elaborate a monthly newsletter gathering pertinent information about UNIDO's main activities in Morocco	Newsletter prepared and dispatched monthly	
Coordinate with project communication team and/or experts to regularly communicate about TC projects and promote activities and achievements	TC projects activities promoted	
Ensure promotion of UNIDO initiative and specific events using promotional materials developed by HQ: IDDAIII, GMIS....	Initiative and specific event promoted on national level	Continuous
Provide necessary support for celebration of specific days: Africa Industrialization Day, UN Day...		
Support preparation of meetings, committees, workshop when required agenda, meeting minutes, contact with speakers, photos....	Meetings, committee and workshop prepared	Continuous
Carry out ad hoc communication tasks as required	Ad hoc tasks carried out	
Prepare an end-of-assignment report detailing activities carried out, results, and lessons learned.	End-of-assignment report submitted and approved by UNIDO	
Collecting and compiling press articles and media stories pertaining to industry and UNIDO intervention		
Assist in finalization and implementation of FO communication strategy		

MINIMUM ORGANIZATIONAL REQUIREMENTS

Education:

Advanced university degree in Communication, Economics, International Relations, Political sciences or other relevant disciplines.

Skill requirements:

- Excellent communication and interpersonal skills to establish and maintain good working relationships with local counterparts, partner organizations and local private sector
- Good analytical skills as well as problem-solving and initiative-taking attitudes
- Excellent writing skills and computer literate

Languages:

Fluency in written and spoken English and French is required.

REQUIRED COMPETENCIES

Core values:

1. We live and act with Integrity
2. We show Professionalism
3. We respect Diversity

Core competencies:

1. We focus on Results and Responsibilities
2. We focus on People
3. We Communicate and earn Trust
6. We think outside the box and Innovate