



Terms of Reference: Communications Intern under Zambia Green Jobs Programme

Assignment: Communications intern

Duration: Initially 3 months *(possibility to extend for another 3 months subject to performance, availability of funds and work needed)*

Duty Station: Lusaka - ILO Country Office for Zambia, Malawi and Mozambique

Background

The Zambia Green Jobs Programme is an inclusive green growth and private sector development initiative implemented by the Government of Zambia and its Social Partners (workers' and employers' organizations) with financing from the Government of Finland and technical assistance from the United Nations (UN), namely the lead International Labour Organization (ILO) in partnership with UNEP, FAO, UNCTAD and ITC. The programme aims to promote the development of the green economy in Zambia by supporting competitive and sustainable development of micro, small and medium enterprises in order for them to grow and create decent green jobs, initially in the building construction sector and potentially in other sectors. The green economy as a source of economic renewal and potential job creation is broadly defined as the sector of the economy that produces goods and services with an environmental and social benefit, and green jobs are those that contribute either to the preservation or improvement of the environment. In order for the green jobs to be decent, fundamental principles and rights at work, social dialogue and social protection have to be embedded in each green job created or improved.

Under the overall guidance and supervision of the ZGJP Communications and Publicity Officer, the ZGJP Communications Intern will assist with the communications activities of the programme.

Overall Tasks

- Cover ZGJP related events (including drafting of reports, articles and photography)
- Assist in writing press releases and articles
- Assist in developing website and social media content (Facebook, Twitter, Flickr)
- Assist in planning, writing and managing the quarterly ZGJP e-Newsletter
- Assist in providing content for the ILO CO-Lusaka communication channels (e-newsletters, TV-screens, web)
- Prepare annual impact reports
- Arrange for update, editing and printing of existing ZGJP educational material
- General copy editing
- Assist with events and exhibitions
- Assist with coordination and development of ZGJP partner and project site signage and installation
- Collaborating with staff on new ideas, directions and venues for marketing and communications
- Assist in communicating with external and internal stakeholders

Qualifications required

- A commitment to the mission of the ILO and the Joint UN ZGJP
- Excellent English skills



- Excellent written and verbal communication
- Strong editing skills
- Self-motivated, detail-oriented
- Organizational skills
- Excellent computer skills with experience in social media & Microsoft Office as well as Joomla. Html knowledge an asset.
- The ability to work independently and with others, a “self-starter”
- Dependability, flexibility, and ability to maintain confidentiality
- The ability to work well under pressure and meet deadlines
- Firm grasp of available tools and platforms in the social media space
- The ability to take high-quality photos, video editing skills would be an asset

Ideal candidates will be detail-oriented, organized and creative and possess a professional work ethic and be enthusiastic to gain new knowledge.

Requirements:

Education: **be enrolled in the final year of a postgraduate degree programme (*such as a master’s programme or equivalent*) OR the candidate must have completed at least four years at the university or equivalent institution towards the completion of a degree - in the field of Communications, Digital Communication with knowledge of international politics and environmental issues, Journalism, Public Relations or Marketing.**

Duration: **Initially 3 months (possibility to extend for another 3 months subject to performance, availability of funds and work needed)**

Language: **Excellent command of English**

HOW TO APPLY:

Submit application letters with CVs (do not include certificates) with at least 3 traceable references to us by email: lusaka@ilo.org addressed to **the Director, ILO Country Office for Zambia, Malawi and Mozambique**. Closing date for internship applications is **4 August 2016, C.O.B**