



Terms of Reference: Administration and Communication Intern under the Child Labour Project

ASSIGNMENT: Administration and Communication Intern

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

DUTY STATION: Lilongwe, Malawi

1. BACKGROUND

The International Labour Organization (ILO) and Japan Tobacco International (JTI) have forged a Public Private Partnership encompassing a comprehensive framework for the elimination of Child Labour in tobacco supply chains. The PPP aims to contribute to the elimination of child labour through promotion of decent work by training and compliance with International Labour Standards (ILS) including Child Labour monitoring, education programmes, economic empowerment and skills development, Occupational Safety and Health (OSH), and awareness and advocacy for improved legislative frameworks. The project which supports the implementation of the National Action Plan on elimination of child labour is being implemented in the districts of Lilongwe, Ntcheu and Dowa with support of several implementing partners. The project is looking to hire an intern to support the project implement their communication strategy the will include development of IEC materials and production of a newsletter among other duties.

2. DUTIES AND RESPONSIBILITIES:

With the supervision of the Chief Technical Advisor and the National Programme Officer, support the operations for implementation of the ARISE and ECLT PPP Projects as follows:-

- Assist in the development, laying out and printing of IEC materials such as posters, information sheets etc for the ARISE and ECLT project
- Assist in the production of a quarterly newsletter covering developments within the ILO projects and other stories of interest. This will include sourcing the news items, carry interviews where necessary, writing news articles, lay out, production and distribution to partners and stakeholders
- Provide assistance in preparation, organizing, communication and coordination of logistical arrangements for workshops, trainings, meetings and presentations for the project etc
- Assist in the preparation and maintenance of workshop and training materials; and booking of venues, resources and equipment.
- Attend meetings, prepare and distribute minutes, follow up on deadlines, commitments made and actions taken
- Provide assistance in preparations, update and organization of all documentation (both electronic and hard copy), including filing reports, forms etc for the project
- In collaboration with the Finance and Administration Assistant (FAA) maintain and update records for project activities.
- Perform other duties as may be assigned by the Chief Technical Advisor and the National Programme Officer



3. QUALIFICATION 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– Social Sciences, Finance, Business Administration or Development Studies

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

Competencies:

- Good interpersonal and communication skills.
- Ability to work proactively within a team including consultations with other team members.
- Ability to establish and maintain a good working relationship with working in the same office
- Good drafting skills
- Ability to organize own work.
- Must demonstrate responsible behaviour and attention to detail

4. HOW TO APPLY:

Submit application letters with CVs (do not include certificates) with at least 3 traceable references to us by email: HR_Lusaka@ilo.org addressed to the Director, ILO Country Office for Zambia, Malawi and Mozambique.

Closing date for internship applications is **2 February 2017, C.O.B**