



Terms of Reference: Communications Intern under UN Social Protection Project

ASSIGNMENT:

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

The Project "Building National Floors of Social Protection in Southern Africa" provides technical support in the governance and administration of social protection programs to countries in the region facing similar challenges in the formulation and implementation of social protection systems, mechanisms and processes. This support is anchored on promoting peer to peer learning opportunities on the governance and administrative aspects of implementing national social protection floors, reflecting the principles of ILO Recommendation R.202 (2012). Since inception, the Project has achieved significant milestones related to providing tools aimed at supporting the three countries (Zambia, Malawi and Mozambique) in developing social protection instruments that resonate with the principles of R202. However, the Project is still cognizant of challenges associated with having more rigorous information dissemination channels.

The United Nations Joint Programme on Social Protection in Zambia (UNJP-SP) has been signed in November 2015 to assist the Government of Zambia (GRZ) in providing and developing coherent 'policies and practices that protect and promote the livelihoods and welfare of people suffering from critical levels of poverty and deprivation and/or are vulnerable to risks and shocks'. Technical assistance from the ILO is focused around three main areas: a) Support on the social insurance pillar is intended to enable GRZ to protect people from falling into poverty (especially the near poor in the informal economy); b) Support on the disability pillar with a focus on efforts to mainstream disability in social protection and other social sectors in order to enhance inclusion of people with disabilities in society; c) Support to the coordination pillar is intended to enable GRZ to ensure optimal coordination and coherence between pillars.

The Social Protection team at the ILO Office in Lusaka intends to hire a communication intern for a period of six month to support basic communication activities across the two projects. The intern will work closely with the technical team and project assistant, under supervision of the Project CTA. Though based at the Lusaka office, the position is intended to facilitate more effective information dissemination and flow related to ILO social protection work, particularly best practices in the social protection landscape, for all three countries and the region as a whole.

The specific terms of reference for the internship position will include the following:

Technical Responsibilities:

1. Prepare and disseminate bi-weekly media briefs related to developments in social protection:
 - Assist with daily media monitoring of articles about SP appearing in main-stream media (online and paper-based newspaper, blogs, radio platforms, etc).
 - Incorporate all SP articles into the Media Brief Template including online links for each article (hyperlinked as *Read full Story*)



- Circulation of the media brief to the Social Protection Stakeholders list every two weeks via email
 - Regularly update the SP stakeholders mailing list
 - Support development and uploading project activities briefs on ILO Country office communication and information sharing platform (e.g. weekly splash)
2. Design or adapt graphics to be used for communications materials:
- Layout reports, information sheets, and other publication materials according to the ILO branding guidelines. This will include logos, branded promotional materials, fact sheets, publication layout and other communication materials as needed ;
 - Assist in standardizing all existing products and templates such as info sheets, presentations, analytical reports, including formatting, icons, fonts, images/pictures and layout techniques;
 - Work with ILO Communications and IT department to consistently update latest information and communications materials on the website, to cater for new information/developments in implementation of project activities
3. Perform other duties as determined by supervisor.

Required Qualifications

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 - Public Relations, Marketing, Communications or Digital communication, Social Sciences with good skills in graphic designs, writing and designing communication material.

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:

- Positive attitude and ability to multi-task and to work under pressure;
- Ability to plan, prioritize and deliver tasks on time;
- Ability to produce quality results under deadlines;
- Ability to communicate effectively in writing and verbally;
- Show willingness to acquire new knowledge;
- Ability to work independently and in a team;
- Ability to work in a multicultural and multilingual environment.



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 **15 MARCH 2017, C.O.B**