

Terms of Reference **ITC Internship programme**

Division (in full): Office of the Executive Director

Section (in full): Communications and Events (CE)

Name of supervisor: Luisa Cassaro

Duration: 3 months, starting as soon as possible, with possibility of extension up to a maximum of eight months.

Background:

The Communications and Events section (OED/CE) is seeking an intern to support the team for the above period on a variety of communications tasks.

Duties and responsibilities:

Under the overall supervision of the Associate Corporate Communications Officer and in close cooperation with the Graphic Designer, the intern will be performing variety of tasks, subject to the team's workload and priorities at the time of the internship. Tasks will include:

- Assist with photo and video editing and database maintenance (including Youtube channel);
- Provide graphic design support;
- Assist with presentation material and briefing packs preparation;
- Assist with internal events preparation;
- Provide research and basic editing;
- Support the team on other communications initiatives.

Qualifications:

- Excellent English with working knowledge of French or Spanish
- Experience with knowledge management systems and/or graphic design and/or photo/video editing and/or events management
- Studies and previous work experience/internships in development or communications-related fields are desirable for this internship

The ideal candidate will have a majority of the following skills:

- Excellent written and verbal communications skills
- Good research and analytical skills
- Accuracy, flexibility and ability to work under pressure and tight deadlines