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UNDP: Communications Internships 2025/26 Apply Now

Description

UNDP is seeking a passionate and motivated Communications Intern to join our team. This internship offers a valuable opportunity for individuals interested in gaining hands-on experience in communications within an international development setting.

Responsibilities

- Assist in the development and implementation of communication strategies to promote UNDP's initiatives and achievements.
- Support the creation of content for various communication channels, including social media, newsletters, websites, and reports.
- Conduct research and gather information to contribute to the production of compelling stories, articles, and press releases.
- Collaborate with team members to organize events, campaigns, and outreach activities aimed at raising awareness of UNDP's projects and impact.
- Monitor media coverage and analyze communication strategies' effectiveness, providing insights and recommendations for improvement.
- Assist in maintaining and updating communication databases, photo archives, and other relevant documentation.

Qualifications

- Currently enrolled in or recently graduated from a relevant undergraduate or graduate program (Communications, Journalism, Public Relations, or related field).
- Strong written and verbal communication skills with a keen eye for detail.
- Familiarity with social media platforms, content creation, and analytics.
- Ability to conduct research, synthesize information, and present findings effectively.
- A proactive and collaborative approach to work, with the ability to multitask and meet deadlines in a fast-paced environment.
- Interest in international development, sustainability, and the mission of the United Nations.

Job Benefits

- **Professional Development:** Gain valuable hands-on experience and insights into communications strategies within an international development context.
- **Networking Opportunities:** Engage with professionals and experts in the field of sustainable development, establishing valuable connections for future career prospects.
- **Mentorship:** Receive guidance and mentorship from experienced communication professionals, fostering personal and career growth.
- **Learning Environment:** Access to various training sessions, workshops,

Hiring organization

United Nations Development Programme

Employment Type

Intern

Duration of employment

3 Months

Industry

International Affairs

Job Location

Pretoria, Gauteng, South Africa, 0001, Pretoria, Gauteng, South Africa

Working Hours

09

Date posted

December 14, 2024

Valid through

14.02.2028

and seminars to enhance skills in communication, project management, and other relevant areas.

- **Exposure to Global Initiatives:** Contribute to projects that address global challenges, working in diverse and multicultural teams.
- **Flexibility and Support:** Opportunities for flexible work arrangements and a supportive work environment that encourages innovation and creativity.
- **Access to Resources:** Gain access to UNDP's extensive resources, databases, and knowledge repositories related to development and communications.
- **Personal Fulfillment:** Be part of an organization dedicated to making a positive impact on communities worldwide, contributing to meaningful initiatives and campaigns.
- **Potential Future Opportunities:** Internship experience at UNDP could open doors for future employment opportunities or further engagement within the United Nations system or other related organizations.
- **Cultural Exchange:** Experience working in a diverse and inclusive environment that fosters understanding and appreciation for different cultures and perspectives.

Contacts

1. **Review the Requirements:** Carefully read the job description, ensuring that you meet the qualifications and understand the responsibilities outlined for the Communications Internship role at UNDP.
2. **Prepare Application Materials:**
 - Update your resume/CV to highlight relevant experiences, education, and skills.
 - Craft a compelling cover letter expressing your interest in the internship, explaining why you're a suitable candidate, and detailing how your skills align with the position.
 - If required, prepare a sample of your written work or portfolio showcasing your communication abilities.
3. **Visit the UNDP Website or Job Portal:**
 - Navigate to the UNDP official website or the designated job portal where internship opportunities are listed.
4. **Search for the Internship Opening:**
 - Use the search function or browse through the available internship positions to find the Communications Internship role at UNDP.
5. **Complete the Application:**
 - Click on the specific job posting for the Communications Internship to access the application form or instructions.
 - Follow the provided instructions carefully, ensuring you submit all required documents and information.
 - Fill out the application form with accurate personal details, educational background, work experience, and any additional information requested.
6. **Upload Application Materials:**
 - Upload your updated resume/CV, cover letter, and any requested samples of your work onto the application platform.
7. **Double-Check the Application:**
 - Review your application materials thoroughly to ensure they are error-free, well-organized, and tailored to the position.
8. **Submit the Application:**
 - Once you are satisfied with your application, submit it through the designated portal or application submission method provided.
9. **Confirmation and Follow-Up:**
 - Upon successful submission, you may receive an acknowledgment

or confirmation email. Note any additional instructions or timelines mentioned in the confirmation for further steps or interviews.

10. Monitor Application Status:

- Keep an eye on your email for any communication from UNDP regarding your application status. Check your spam/junk folder regularly to avoid missing important updates.