



Terms of Reference

Post Title: Project Assistant - INTERN
Duty Station: Kuala Lumpur, Malaysia
Duration: 4 - 6 months
Expected start date: As soon as possible.
Application Deadline: 1st May 2023

Background:

The United Nations Office on Drugs and Crime (UNODC) is the lead United Nations (UN) agency mandated to assist Member States in addressing the challenges of illicit drugs and different forms of crime through the development of policy and research, supporting cooperation and coordination efforts, and the delivery technical assistance programs.

UNODC operates in all world regions through an extensive network of field offices. The UNODC Regional Office and Programme for Southeast Asia and the Pacific covers the following five thematic sub-programs, formulated to assist Member States with the most pressing regional concerns:

1. Transnational Organised Crime and Illicit Trafficking
2. Anti-Corruption
3. Terrorism Prevention
4. Criminal Justice Reform
5. Drug and Health and Alternative Development

Duties and Responsibilities:

Under the direct supervision of the Programme Coordinator of the UNODC Programme Office in Malaysia, the intern will undertake the following tasks:

- Assist in developing and implementing communication strategies, including social media, press releases, and other communication channels.
- Develop and implement a social media content calendar.
- Draft and edit communication materials, such as reports, newsletters, and fact sheets.
- Conduct research and stakeholders' analysis to support communication activities and program implementation.
- Support the organization of events, workshops, and training sessions.
- Provide support in maintaining and updating the UNODC Malaysia Programme Office website and social media platforms.
- Assist in monitoring and analyzing national media coverage related to UNODC activities.
- Provide national press review about the UNODC mandates.
- Perform any other duties as required.



Objective and Learning opportunities:

The candidate/intern will gain substantive and operational knowledge of assigned topics and thematic areas in the Regional Office. In addition, the internship will help to provide visibility to various partners and stakeholders on a broad understanding of UNODC's work in Malaysia, obtain diverse working experience in the UN system, and provide a sense of Southeast Asia and the Pacific.

Qualifications and Requirements:

- Excellent writing and editing skills in English and Malay.
- Knowledge of communication tools and techniques, including social media, website development, and media relations.
- Ability to work independently and as part of a team.
- Creativity.
- Strong organizational skills and attention to detail.
- Familiarity with the United Nations System is an asset.

Education: Applicants must meet one of the following requirements:

- Currently enrolled in a graduate-level program in communication, journalism, public relations, marketing, or a related field.
- be enrolled in the final academic year of a first university degree program (minimum Bachelor's level or equivalent); or
- have graduated with a university degree and, if selected, must commence the internship within one year of graduation.

Area(s) of expertise: Currently studying towards a degree in journalism, public relation, or another relevant field.

In addition, interested candidates must meet the following requirements:

- Demonstrated interest and experience in managing and implementing technical assistance programs, preferably focused on criminal justice improvement and reform, is an asset.
- Previous experience as a volunteer and experience in another culture (i.e., studies, volunteer work, internship) would be highly regarded.
- Experience working in Southeast Asia or Malaysia is highly desirable.
- Interest in and knowledge of Southeast Asia's political, social, and security issues is an asset.

Language requirements

- Fluency in written and spoken English is required.
- Fluency in written and spoken Malay is an asset.



Duty Station

The successful candidate will work at the UNODC Malaysia Programme office in Kuala Lumpur/ Bangsar.

Financial Aspects

The United Nations does not remunerate interns in any way. Costs and arrangements for travel, visas, health insurance, accommodation, and living expenses are the responsibility of the interns or their sponsoring institutions. Interns will not be entitled to any compensation for travel arrangements to and from the work location. **Interns do not receive a salary or emoluments from the United Nations.**

Terms of Appointment:

The duration of the internship is four (4) months. Participating interns are required to work full-time during office hours. Time is allowed for outside research work and interviews.

How to apply:

To apply, please submit a cover letter and resume to
unodc-roseaprecruitment@un.org