

## About the United Nations University (UNU)

For the past four decades, UNU has been a go-to think tank for impartial research on the pressing global problems of human survival, conflict prevention, development, and welfare. With more than 400 researchers in 13 countries, UNU's work spans the full breadth of the 17 SDGs, generating policy-relevant knowledge to effect positive global change. UNU maintains more than 200 collaborations with UN agencies and leading universities and research institutions across the globe.

## UNU International Institute for Global Health (UNU-IIGH)

UNU-IIGH is one of 14 research and training centres that comprise the UNU system. As a UN think tank, the mission of UNU-IIGH is to build knowledge and capacity for decision-making by UN agencies, programmes, and member states about global health issues. The aim is to contribute to the development and strengthening of health services policy frameworks and management actions, particularly for people in developing countries, and to support implementation of promotive and preventive approaches to human health. UNU-IIGH's research and capacity building in global health relates specifically to informing the policy debates and directions that ensure that in keeping with the Sustainable Development Goals (SDGs) "no one is left behind".

We are looking for outstanding individuals with a strong commitment to clear communication and the potential to bring a significant contribution to increasing the visibility of UNU-IIGH's brand and communications outputs. For more information please visit <http://iigh.unu.edu>

## Communications at UNU-IIGH

UNU-IIGH recognises the need to communicate its research and findings to the policy-making community, including those within the UN, researchers and international organisations. In particular, we seek to communicate our work with people and organisations in the Global South. In this context, UNU-IIGH seeks to:

1. Build and grow our networks and audience by leveraging the strength of the Institute's convening power to facilitate the translation of evidence to policy;
2. Increase the impact of our research by ensuring greater uptake by key target audiences through the production of high-quality, customised, and readily accessible knowledge products and services.
3. Promote UNU-IIGH expertise by increasing the visibility of the Institute via a variety of communications and dissemination channels and through showcasing key research findings of our experts.
4. Present a recognisable and consistent brand.

## Responsibilities

Under the supervision of the Programme Manager – Knowledge Management and Communications, the Intern will contribute to the project on “Decolonising Global Health” and assist with the implementation of the Institute’s communications strategy, particularly on digital content development and website management.

The Intern will:

- support the design and development of the Decolonising Global Health website
- implement on-site SEO under the guidance of the Programme Manager
- assist in drafting digital communication materials, including news stories, social media posts, and other communication products
- contribute to a web/social media content calendar, monitoring and planning content and the achievement of those content goals
- assist with conceptualisation and implementation of engaging campaigns on UNU-IIGH research and activities
- assist with UNU-IIGH’s social media channels and building online communities, and monitoring UNU-IIGH digital media activity
- assist with virtual and in-person training and convening activities including promotions, technical, and logistical support pre- and post-training/ event
- perform other tasks assigned by the Institute’s management and the supervisor

## Required qualifications and experience

- currently pursuing/have recently completed postgraduate studies (master’s degree or equivalent), or are in the final year of a bachelor’s degree in communications, IT, computer science, journalism, social science, development studies, international studies, and related fields, with experience in communications and public relations
- strong interest in the work of the United Nations University in general, and particularly in global health and related fields
- demonstrated communications experience in website/digital content development and graphic design particularly Wordpress and Drupal
- understanding of web UX/UI is a plus
- proficiency in MS Office (Word, Excel, PowerPoint) required, Adobe Creative Cloud programs (Illustrator, InDesign, Premiere Pro) desirable
- proficiency in social media, digital campaigns, and newsletter tools
- Solid understanding of world affairs, current events, and development issues in particular.
- Detail-oriented, creative, able to work efficiently under tight deadlines.
- Fluency in English is required. A second United Nations language is an asset.
- Knowledge of United Nations or other international aid or NGOs highly desirable.

UNU is committed to diversity and inclusion within its workforce, and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons living with disabilities to apply and become part of the organisation.

UNU has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UNU, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination.

## **Remuneration**

UNU-IIGH interns receive a stipend of RM 1,000 per month. To cover additional costs, interns are either self-funded or supported through nominating institutions or governments. Sponsors will need to provide the required financial assistance for a living stipend of about RM 2,000 per month, and travel to and from Malaysia (where applicable). Interns will be presented with a certificate of acknowledgement as a "UNU-IIGH Global Health Intern" at the end of the placement.

## **Duration of contract**

The Intern will be based in Kuala Lumpur, Malaysia and is required to work for a minimum of three (3) months to up to six (6) months.

The purpose of this training programme is not to lead to further employment with the Institute but to complement a candidate's studies. Therefore, there should be no expectation of employment at the end of the programme.

## **Application**

Send your application to [iigh-internship@unu.edu](mailto:iigh-internship@unu.edu). It is expected that the appointee will take up the position as soon as possible.