



**UNITED  
NATIONS  
MALAWI**

**UNITED NATIONS RESIDENT COORDINATOR’S OFFICE IN  
MALAWI**

**JOB DESCRIPTION: COMMUNICATION, RESEARCH AND  
PARTNERSHIP INTERN (FLANDERS TRAINEE PROGRAMME)**

**I. Position Information**

Job code title:	<b>Communication, Research and Partnership Intern</b>
Supervisor:	Head of Resident Coordinator’s Office
Duration:	Up to six (6) months
Start date:	1 May 2024

**II. Organizational Context**

The UN Secretary-General launched on 1 January 2019 a bold and new global reform which repositioned the UN Development System to deliver more effectively and efficiently with the achievement of the 2030 Agenda and the Sustainable Development Goals. As part of this reform, UN Resident Coordinator Offices (UN RCO), under the leadership of an empowered and independent UN Resident Coordinator - the highest-ranking official of the UN Development System and Representative of the UN Secretary-General at country level - support countries in the achievement of their development priorities and the attainment of the SDGs.

The United Nations and its partners are supporting the Government and people of Malawi to realize sustainable development and achieve the country's aspirations as expressed in the Malawi 2063. The success and impact of UN programmes is dependent on its ability to actively and strategically engage and involve all stakeholders, including local communities, while building strong synergies to deliver, increase and sustain development efforts.

UN development assistance in Malawi is jointly provided by UN agencies through different programmes and projects that are coordinated by the United Nations Sustainable Development Cooperation Framework (UNSDCF). The UNSDCF is the primary instrument for planning and implementing UN development activities in support of the implementation of national development priorities, the 2030 Agenda for Sustainable Development and Malawi 2063.

The position is located in the United Nations Resident Coordinator’s Office (RCO) in Malawi and reports directly to the Head of Office, working in close collaboration with the Front Office, with the Partnerships and with the Communications Units.

The Intern will support effective and efficient functioning of RCO with confidentiality in all aspects of assignment and external relations in respect of the RCO's priorities. He/she will support efficient flow of information, actions on instructions, agendas, and directives on behalf of the RCO.

### III. Functions / Key Results Expected

**1. Communication: Supports the implementation of the UNCT joint communication and advocacy strategy, focusing on the following key activities - 30%**

- ❑ Support coordination of the UN Communication Group, helping to organize meetings, retreats, development of annual work plans and periodic reports.
- ❑ Support the identification of key UNCT joint advocacy issues and support the development of common messaging and channels/platforms to raise awareness and sensitization around them
- ❑ Support strategic partnerships and facilitate local and international media engagements to provide visibility for the RC role.
- ❑ Support the RCO and UNCT in organization of advocacy and other high-level events, commemorations and missions
- ❑ Draft periodic press releases, opinion pieces and editorials to highlight the joint results achieved by the UN working together in Malawi
- ❑ Contribute to UNCT/RC visibility, including on traditional and social media platforms
- ❑ Support the conceptualization and development of joint communication products, campaigns, etc
- ❑ Develop metrics / key indicators to measure and report on results of implementation of the joint communication and advocacy strategy

**2. Research: Support implementation of the RCO's work plan, UNCT's priorities and the RC's vision, focusing on the following key activities - 30%**

- ❑ Support the HRCO to follow up on key RCO deliverables, in line with the priorities of UNCT to advance implementation of the UNSDCF, the SDGs and Malawi 2063
- ❑ Conduct research, prepare reports and presentations for the RC/HRCO
- ❑ Coordinate RCO inputs, review and analysis of key documents, reports, etc.
- ❑ Contribute to the preparation of strategic documents, research papers and analytical/thought leadership pieces
- ❑ Coordinate the drafting of speeches, briefing notes and talking points to prepare for the RC's / HRCO's engagements
- ❑ Accompany the RC/HRCO's meetings and engagements, as requested; draft correspondence, file notes and follow-up on implementation of agreed actions.

**3. Partnership: Support programme coordination, operations, communication, visibility and reporting for the Malawi SDG Acceleration Fund (SDG AF): 30%**

- ❑ Draft communications and visibility materials to promote results achieved by joint

<p>programmes under the SDG AF</p> <ul style="list-style-type: none"> <li>❑ Support SDG AF coordination, including preparation for and management of Operational and Steering Committee meetings</li> <li>❑ Develop media stories and research, writing and editing media releases and briefings</li> <li>❑ Support communication and liaison between the Administrative Agent, joint programme focal points, donors and the Fund Secretariat</li> <li>❑ Support processing of funds transfer requests from Participating UN Organizations.</li> <li>❑ Liaise with joint programme coordinators to prepare the annual report for the SDG AF.</li> <li>❑ Support the establishment of RCO/UNCT partnership platforms, dialogues and other engagements to advance implementation of the UNSDCF.</li> </ul>
<p><b>4. Knowledge management and innovation: Facilitates knowledge transfer, building and management focusing on the following key deliverables - 10%</b></p> <ul style="list-style-type: none"> <li>❑ Contributions to knowledge networks and communities of practice;</li> <li>❑ Identification of sources of information related to coordination; identification and synthesis of best practices and lessons learnt directly linked to country policy goals</li> <li>❑ Identification and testing of context appropriate technologies, tools, innovations to enhance coordination, programmatic and operational efficiency of RCO/UNCT.</li> </ul>

<p><b>IV. Impact of Results</b></p>
<p>The key results have a positive impact on the efficiency of the RCO. Accurate analysis and presentation of information strengthens the capacity of the RCO and promotes the image of UN as an effective contributor to the development of the country. Incumbent’s own initiative is decisive in results of work and timely realization.</p>

<p><b>V. Competencies and Critical Success Factors</b></p>
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**Functional Competencies:**

Building Strategic Partnerships

**Level 1.1: Maintaining information and databases**

- ❑ Analyzes general information and selects materials in support of partnership building initiatives

Promoting Organizational Learning and Knowledge Sharing

### **Level 1.1: Basic research and analysis**

- Researches best practices and poses new, more effective ways of doing things
- Documents innovative strategies and new approaches

### Job Knowledge/Technical Expertise

#### **Level 1.1: Fundamental knowledge of processes, methods and procedures**

- Understands the main processes and methods of work regarding to the position
- Possesses basic knowledge of organizational policies and procedures relating to the position and applies them consistently in work tasks
- Strives to keep job knowledge up-to-date through self-directed study and other means of learning
- Demonstrates good knowledge of information technology and applies it in work assignments

### Promoting Organizational Change and Development

#### **Level 1.1: Presentation of information on best practices in organizational change**

- Documents 'best practices' in organizational change and development within and outside the UN system
- Demonstrates ability to identify problems and proposes solutions

### Design and Implementation of Management Systems

#### **Level 1.1: Data gathering and implementation of management systems**

- Uses information/databases/other management systems
- Provides inputs to the development of simple system components

### Client Orientation

#### **Level 1.1: Maintains effective client relationships**

- Reports to internal and external clients in a timely and appropriate fashion
- Organizes and prioritizes work schedule to meet client needs and deadlines
- Establishes, builds and sustains effective relationships within the work unit and with internal and external clients
- Responds to client needs promptly

### Promoting Accountability and Results-Based Management

#### **Level 1.1: Gathering and disseminating information**

- Gathers and disseminates information on best practice in accountability and results-based management systems
- Prepares timely inputs to reports

### **Core Competencies:**

- Demonstrating/safeguarding ethics and integrity
- Demonstrate corporate knowledge and sound judgment

- Self-development, initiative-taking
- Acting as a team player and facilitating team work
- Facilitating and encouraging open communication in the team, communicating effectively
- Creating synergies through self-control
- Managing conflict
- Learning and sharing knowledge and encourage the learning of others.
- Informed and transparent decision making

<b>VI. Recruitment Qualifications</b>	
Education:	Advanced university degree in social sciences, journalism, business administration, development studies, international relations or related field.
Experience:	Demonstrable experience in media, communication development, or programme development/management is required at the national or international level. Full competence in the usage of computers and office software packages (MS Word, Excel, etc), experience in handling of web-based management systems and social media platforms.
Language Requirements:	Fluency in English (the national language of the duty station) is required. Fluency in any other UN languages is an advantage.

**Interested candidates should send CV and motivation letter explaining how they meet the experience and qualifications for this internship to: [rca-malawi@un.org](mailto:rca-malawi@un.org) .**

<b>VII. Signatures - Post Description Certification</b>	
Prepared by:	
Name: <b>Mickelle Hughes</b>	Date: 12 February 2024
Supervisor – Head of RCO	
Endorsed by:	
Name: <b>Rebecca Adda-Dontoh</b>	Date: 12 February 2024
Resident Coordinator	