



WFP celebrates and embraces diversity. It is committed to the principle of equal employment opportunity for all its employees and encourages qualified candidates to apply irrespective of race, colour, national origin, ethnic or social background, genetic information, gender, gender identity and/or expression, sexual orientation, religion or belief, HIV status, physical or mental disability.

**Internship – Public Information
Partnerships, Reports and Communication Division
WFP Malawi Country Office**

The World Food Programme (WFP) is the leading humanitarian organization saving lives and changing lives, delivering food assistance in emergencies and working with communities to improve nutrition and build resilience. We are currently seeking to fill an intern position **in the Partnerships, Reports and Communication Unit**, based in **Lilongwe, Malawi**.

BRIEF DESCRIPTION OF THE DIVISION:

WFP is committed to saving lives and changing lives in Malawi through sustainable and cost-efficient interventions while advocating the government to take ownership of these programmes designed to reach those furthest behind. In Malawi Country Office (CO), the Partnerships, Reports and Communication Unit provides support to all Units under WFP Country Office and works closely with the Regional Bureau and Headquarters Communication, Advocacy and Marketing Division. The Unit is responsible for formulating and implementing communication strategies and visibility plans. Additionally, the Unit supports the Country Office to organize public events, press conferences and workshops, and develops various communications materials including brochures, press releases, documentaries and infographics.

GENERAL INFORMATION

- **Title of Post:** Funded Internship, Public Information Assistant
- **Supervisor:** Head of Partnerships, Reports and Communication
- **Unit:** Partnerships, Reports and Communication
- **Country:** Malawi
- **Duty Station:** Lilongwe
- **Duration of internship:** 6 months
- **Expected Start Date:** August 2023

DUTIES AND RESPONSIBILITIES

The incumbent will be expected to work in a team to support the Unit's work plan, specifically:

- Support the development of information materials, including translation
- Support the management of digital channels, from drafting content to posting
- Support the development of social media calendar in line with global campaigns and international days celebrated by WFP and the United Nations
- Provide organizational support for events/exhibitions, including drafting talking points, visibility materials and press releases
- Collect, analyze and synthesize information extracted from technical briefs and evaluations (on school feeding, climate action, etc.) to develop user-friendly information packs for donors
- Other relevant tasks that support the general work of the Unit and contribute to the learning experience of the intern.

QUALIFICATIONS AND EXPERIENCE

Required Degree Level: Bachelor's degree

Required Experience: 1 year

KNOWLEDGE & SKILLS:

- Strong knowledge of standard computer applications, including MS Office
- Strong organizational, communication and interpersonal skills
- Previous experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) would be an asset;
- Good knowledge and understanding of social issues
- Willingness to contribute and work as part of a team and open to learning new experiences;
- Respect for diversity and adaptability to other cultures, environments and living conditions;

WORKING LANGUAGES

Excellent written and spoken English is required (proficiency/level C).

SUPERVISION (Level/Methods of Supervision)

Under the direct supervision of the Head of Partnerships, Reports and Communication, the Public Information Assistant will support CO's communication and advocacy strategy.

TRAINING COMPONENTS

Throughout their assignment WFP interns have access to an industry leading learning platform, weLearn. Depending on opportunities and availability of funds, he/she may participate in WFP workshops or seminars, as appropriate.

LEARNING ELEMENTS

At the end of the assignment, the Intern should have:

- Developed and translated brief information materials on WFP's operations in country
- Supported the management of digital channels, drafting and posting contents
- Drafted specific content in line with global campaigns celebrated by WFP and the United Nations
- Provided organizational support for public events led by WFP
- Produced summary brief to be disseminated as user-friendly information packs for donors
- Learned about the UN system, WFP and enhanced communication and interpersonal skills

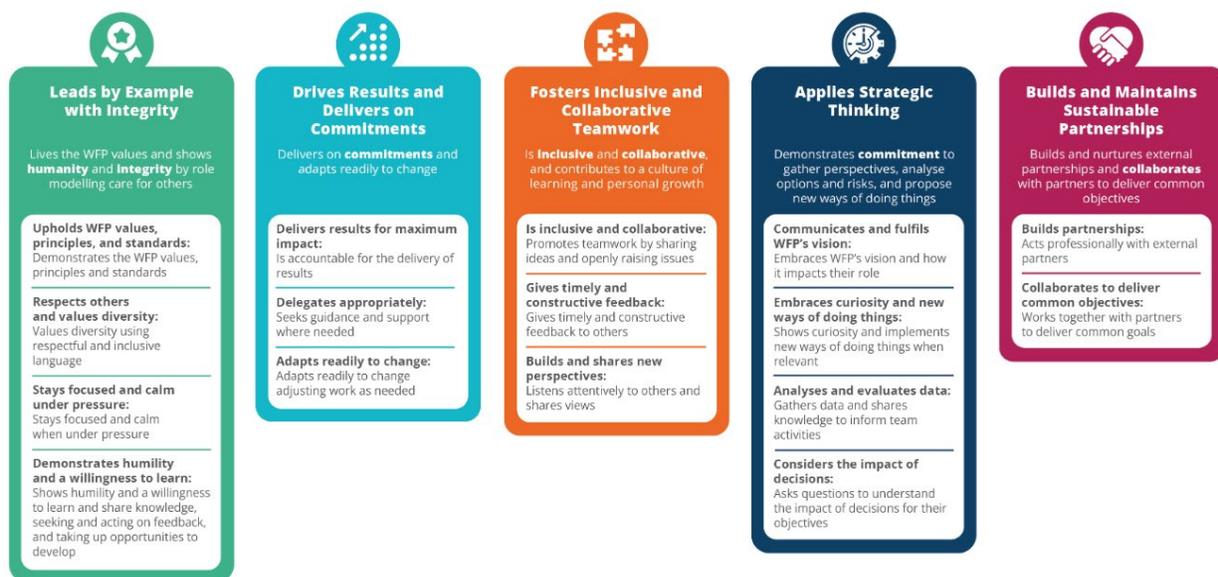
INFORMATION ON THE COUNTRY OF ASSIGNMENT

Malawi continues to enjoy a stable and democratic government and has no major security problem. The population of Malawi is about 19 million and the major languages are English and Chichewa. Living conditions in all the major cities are modest with all basic supplies available.

Malawi continues to face multiple development challenges that constrain capacity to achieve food and nutrition security. Having been one of the key drivers in forging the consensus around resilience, WFP is well placed to help Malawi make real progress on these critical tasks, to support the translation of policy into implementation, harnessing its comparative advantage with government and appropriate partners across the humanitarian-development nexus. Malawi is a unique country and WFP's operation in the country will provide for an interesting and enriching environment for a young graduate willing to get experience.

WFP LEADERSHIP FRAMEWORK

These are the common standards of behaviour that guide HOW we work together to accomplish our mission.



Different expectations of behaviour are defined depending on your grade and role/responsibilities within WFP.

All employment decisions are made on the basis of organizational needs, job requirements, merit, and individual qualifications. WFP is committed to providing an inclusive work environment free of sexual exploitation and abuse, all forms of discrimination, any kind of harassment, sexual harassment, and abuse of authority. Therefore, all selected candidates will undergo rigorous reference and background checks. No appointment under any kind of contract will be offered to members of the UN Advisory Committee on Administrative and Budgetary Questions (ACABQ), International Civil Service Commission (ICSC), FAO Finance Committee, WFP External Auditor, WFP Audit Committee, Joint Inspection Unit (JIU) and other similar bodies within the United Nations system with oversight responsibilities over WFP, both during their service and within three years of ceasing that service.

**Saving Lives
Changing Lives**