

**Job Title: Summer Internship with UNCDF Rwanda – starting June 2019 (2 internships in the area of Financial and Digital Literacy and Programme Development & Communications)**

**Application Deadline:** April 01, 2019

**Location:** Kigali, Rwanda

**Post Level:** Intern

**Type of Contract:** Internship

**Language required:** English

**Starting Date:** June 2019

**Duration of Internship Contract:** 6 Months

## **1) GENERAL BACKGROUND**

The United Nations Capital Development Fund (UNCDF) is the UN's capital investment agency for the world's 47 least developed countries. With its capital mandate and instruments, UNCDF offers "last mile" finance models that unlock public and private financial resources, especially at the domestic level, to reduce poverty and support local economic development. In Bangladesh, UNCDF is supporting initiatives designed to unlock the flow of domestic and private sector capital to invest in infrastructure and service projects needed to accelerate local economic development and private sector development. By strengthening how finance works at the local level, UNCDF contributes to SDG 1 (no poverty), 5 (gender equality), 8 (decent work and economic growth), 11 (resilient cities), and 17 (unlocking public & private finance for the poor at the local level) on the means of implementation by identifying those market segments where innovative financing models can have transformational impact in helping reach the last mile and address exclusion and gender inequalities of access.

UNCDF is embarking on the implementation of its 'Expanding Financial Access & Digital and Financial Literacy for Refugees' programme in Rwanda's in and around selected refugee camps. The programme aims to increase access to finance for refugees through savings groups, financial education, and digital literacy.

UNCDF Rwanda is seeking for an intern to provide support in the area of Programme Development & Communications and in Financial and Digital Literacy in Rwanda. The intern will work under the direct supervision of UNCDF's Programme Coordinator based in Kigali, Rwanda, and general guidance of the UNCDF Programme Specialist, based in Tanzania.

## **2. OBJECTIVE OF THE INTERNSHIP**

## Duties and Responsibilities:



### **Internship Opportunity 1: Programme Development & Communications**

The intern will support ongoing UNCDF programme development and communications activities, including media and design, under the direction of the Program Coordinator- Financial Inclusion for Refugees based in Kigali, Rwanda. Specifically, the intern will do the following:

#### *Communications and Administrative Support:*

- Attend relevant industry events, building strategic partnerships with civil society organizations, private sector actors, other UN agencies, and government entities;
- Draft relevant communications materials (blogs, newsletters, success stories etc.);
- Provide program support for events, meetings (e.g. notetaking, drafting summaries, assisting set up);
- Write blog posts related to financial inclusion in Rwanda to be published on the UNCDF website and/or websites of our NGO affiliates;
- Attend UN-wide communications meetings to ensure UNCDF participation;
- Contribute to UNCDF Rwanda's visibility on social media (Facebook, Twitter) through frequent posts on events, publications, and relevant news,
- Engage with the UNCDF Headquarters Communications Teams to build on and advance UNCDF Rwanda's digital presence;
- Help develop a UNCDF Rwanda knowledge management and communications strategy, drafting supplementary guidelines and templates;
- Provide assistance in the drafting of content for all planned communications efforts and assist the quality control of communications efforts and products.

#### *Media:*

- Assess the need for additional marketing materials such as videos, photographs, websites, promotional items, banners, etc.;
- Facilitate the creation of these materials;
- Develop, produce, and edit promotional videos for digital use;
- Provide advice and feedback to UNCDF partners on media content created for various projects and programs.

#### *Programme Development and Implementation:*

- Draft, review and edit knowledge products and presentations for a wide, non-technical audience;
- Support UNCDF staff with miscellaneous research tasks;
- Participate in meetings and perform other programme implementation support tasks as required.

### **Internship Opportunity 2: Financial and Digital Literacy**

The intern will support ongoing UNCDF activities in developing and implementing financial and digital literacy programmes for refugees and members of the host community, under the direction of the Program Coordinator – Financial Inclusion for Refugees and the Financial Capability Specialist based in Kigali, Rwanda. Specifically, the intern will do the following:

*Support to Content Development and Training:*

- Support partner organizations and consultants in the collection, cleaning, analysis and presentation of quantitative and qualitative data on financial and digital literacy;
- Conduct background/desk research as required by the Program Coordinator and Financial Capability Specialist on financial and digital literacy landscape in Rwanda and best practices globally;
- Draft and/or review lessons, learning modules, and games under the direction of the Financial Capability Consultant;
- Monitor back-end data collected via technological tools and provide monthly reports synthesizing usage data to UNCDF and the Financial Capability Consultant;
- Organize and co-lead training of trainer's workshops on UNCDF financial and digital literacy materials for partner organizations, other stakeholders in Rwanda, and as necessary in other contexts;
- Conduct monitoring visits to camps and communities to help ensure proper and continued usage of UNCDF modules and tools by partner organizations;
- Write blog posts related to financial and digital literacy in Rwanda to be published on the UNCDF website and/or websites of our NGO affiliates.

*Administrative Support:*

- Attend relevant industry events, building strategic partnerships with civil society organizations, private sector actors, other UN agencies, and government entities;
- Draft, review and edit knowledge products and presentations for a wide, non-technical audience;
- Work in cooperation with the Media/Communications Intern in the drafting of content for all planned communications efforts and assist the quality control of communications efforts and products;
- Support UNCDF staff with miscellaneous research tasks;
- Participate in meetings and perform other programme implementation support tasks as required.

Other tasks may be requested by the Program Coordinator. Activities may be tailored to fit the skills and interests of the selected intern.

**Note for Applicants:**

**Please indicate clearly in your application/cover letter which is your preferred/desired area of support from the following 2 opportunities:**

- **Internship Opportunity 1: Programme Development & Communications**
- **Internship Opportunity 2: Financial and Digital Literacy**

### 3. SELECTION CRITERIA

**Competencies:**

**Core Competencies:**

- Commitment to UNCDF's vision, mission, and strategic goals;
- Highest standards of integrity, discretion and loyalty;
- Excellent organizational, inter-personal, communication and administrative skills;

- Able to work effectively in a team and in an international environment.



### **Functional Competencies:**

#### *Programme Development & Communications*

- Strong writing and speaking abilities in English;
- Excellent research, analytical, and writing skills in English;
- Expressed creativity;
- Capacity to work collaboratively in a multicultural environment;
- Knowledge of social media for dissemination of programme information;
- Some experience in training and organizing learning events;
- Ability to take initiative and work independently;
- Proven ability to manage diverse, time-sensitive and complex tasks;
- Respect for diversity.

#### *Financial and Digital Literacy*

- Strong writing and speaking abilities in English required; proficiency in French, Swahili or Kinyarwanda in addition highly preferred;
- Demonstrated previous experience in participatory facilitation and training, especially training at the community level;
- Proven ability to organize and give presentations;
- Excellent research, analytical, and writing skills;
- Proficiency in technology, including using tablet-based applications;
- Ability to take initiative and work independently;
- Proven ability to manage diverse, time-sensitive and complex tasks;
- Capacity to work collaboratively in a multicultural environment and respect for diversity;

### **Education:**

- Candidate must be enrolled in a degree programme in Economics, International Development, International Relations/Development, Public Administration, Marketing, Communication, Journalism, Finance/Banking or another related field or equivalent studies.
- Applicants to the UNDP internship programme must at the time of application meet one of the following requirements:
  - (a) Be enrolled in a graduate school programme (second university degree or equivalent, or higher)
  - (b) Be enrolled in the final academic year of a first university degree programme (minimum bachelor's level or equivalent);
  - (c) Have graduated with a university degree (as defined in (a) and (b) above) and, if selected, must start the internship within one-year of graduation.

### **Experience:**

- Demonstrated interest in financial inclusion and curiosity related to development in general;
- Proficiency in Microsoft Office and its tools including Word, Excel, and PowerPoint;

- Experience working/living in the Global South a plus;
- Only for Programme Development & Communication:
  - a. Prior experience in creating and developing briefs, blogs, documents for public dissemination;
  - b. Background in graphic design and photo editing. Knowledge of Photoshop and InDesign are valuable;
  - c. Video-editing software knowledge is desirable.
- Only for Financial and Digital Literacy:
  - a. Prior experience in designing and implementing participatory trainings or workshops;
  - b. Previous experience using technology (i.e. tablet-based; applications, Artificial Intelligence (AI), or other) for communications or training is desirable.

#### Language:

- Strong writing and speaking abilities in English.
- Knowledge of the other UN official working language is an asset;
- Local language in Swahili or Kinyarwanda is a plus for Financial and Digital Literacy position.

#### Work Arrangements

- The intern is expected to work full time in Rwanda UNCDF Office;
- Work space will be provided, and the intern may **not** have access to office computer, but the intern is expected to bring and use her/his own computer.

#### Internships Conditions:

- UNCDF Internship programme is governed by the UNDP Internship policy framework & rules;
- Interns are not financially remunerated by UNCDF. Costs and arrangements for travel, visas, accommodation and living expenses are the responsibility of the nominating institution, related institution or government, which may provide the required financial assistance to its students; or by the student, who will have to obtain financing for subsistence and make his/her own arrangements for travel, accommodation, etc.
- Interns must have a proof of medical and life/accident insurance, valid for the location in which the internship will be carried out and be able to provide insurance proof at the time of their selection in which the internship will be carried out;
- The purpose of the Internship Programme is not to lead to further employment with UNCDF but to complement an intern's studies; therefore, there should be no expectation of employment at the end of an internship.

#### Application:

- In your application, please (i) state in one paragraph why you would like to be considered for the internship, and (ii) indicate your preferred start and end date, as well as your availability timeframe.
- Please submit your Resume/CV and an application using the UNCDF Internship Application form: <http://www.uncdf.org/download/file/127/2509/internshipdoc>
- Applications should include the application form and a resume. Applicants are welcome to submit any additional work samples or portfolios in one single file, preferably PDF;

- Please note that the UNDP jobsite system allows only one uploading of application document, so please make sure that you merge all your documents (CV/Resume, cover letter etc into a single file before uploading).



**Interested Candidates can apply at any time indicating the timeframe of their availability in the internship form. However, only those candidates selected for interviews/further assessment by hiring managers will be contacted.**

**UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.**

**If you are experiencing difficulties with online job applications, please contact [jobs.help@undp.org](mailto:jobs.help@undp.org)**