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UNITED NATIONS INTERNATIONAL RESEARCH AND TRAINING
INSTITUTE FOR THE ADVANCEMENT OF WOMEN



UN-INSTRAW Internship Programme 2008

Internship with the Knowledge Management Unit Terms of Reference

1. Description:

Under the supervision of UN-INSTRAW's Information Officer, the intern will focus on activities related to knowledge management, in particular communications, within the Institute's various areas of work (Gender, Migration and Remittances; Gender, Peace and Security; and Gender, Governance and Women's Political Participation. In this regard, the intern shall undertake the following tasks:

- Preparation, editing and/or translation of press releases and other promotional materials (fact sheets, interviews, etc.) related to the launching of specific INSTRAW publications or activities
- Preparation, editing and/or translation of press releases and other promotional materials (fact sheets, interviews, etc.) on specific issues or for special UN observances (International Women's Day, etc.);
- Collaboration (including literature review, fact-checking, layout etc.) of presentations for INSTRAW's participation in specific meetings
- Maintenance of the media centre section of the Institute's Website, including preparation of specific materials on an ongoing basis
- Maintenance and updating of the Institute's global database/directory of media contacts

2. Requirements:

- Graduate-level university degree in communications, journalism or other related field;
- Some previous working experience - including internships and/or volunteer work –in communication on development issues, in particular gender issues;
- Fluency in English is essential and a working knowledge of Spanish and/or French is highly desirable. Other languages are an additional asset;
- Sensitivity to gender issues and understanding of and interest in human development;
- Ability to work under pressure in order to meet deadlines, ability to work both autonomously and as part of a team;
- Excellent written communication skills;
- Familiarity with MS office, Excel, and internet browsers for research purposes.

3. What the Intern can expect to learn from the Internship:

- Deeper knowledge of communication for development, in particular on gender issues;
- Knowledge of the UN system;
- Media incidence and monitoring skills;
- Networking and communication skills;
- UN language and writing skills.

4. Background Information:

Initially created in 1976 and established in the Dominican Republic in 1983, UN-INSTRAW is the only entity of the UN System with a mandate to promote and conduct research, capacity-building and knowledge management for gender equality and the empowerment of women throughout the world. Over the past four years, the Institute has consolidated its programme of work in four areas: i) Gender, migration, remittances and development; ii) Gender, peace and security; iii) Governance and women's political participation; iv) Gender mainstreaming, particularly within the UN System. Projects have been established in all regions of the world, covering different areas; from the gender dimensions of remittances in the Philippines to women's political participation in Morocco and security sector reform and violence against women in Haiti.

Based on the results of various evaluations and INSTRAW's experience since 2004, the Institute's knowledge management strategy has been oriented to focus more on the formation of "knowledge communities" or "communities of practice" around specific issues – namely i) gender, migration and remittances; ii) gender and security sector reform; and iii) women's political participation and governance at the local level. These knowledge communities come together through mailing lists, virtual seminars, online fora, and other tools in order to exchange information and participate in the development of INSTRAW's research and training agenda.

One of the most fundamental aspects of knowledge management is Knowledge Transfer, or "the process through which one group is affected by the experience of another," of which Communication is a central component.

Knowledge transfer at an organizational level involves a numbers of processes, including: identifying the knowledge holders within the organization and motivating them to share (What do we communicate?); designing a sharing mechanism to facilitate the transfer (How do we communicate?); Executing the transfer plan (When do we communicate?); Measuring to ensure the transfer (How do we know when we've communicated?); and Applying the knowledge transferred (What impact does our communication have?).

UN-INSTRAW's knowledge management is linked to the Institute's research and training activities in a a continuous cycle of analysis, learning and action, so that research results feed into communication and the design of training and capacity-building programmes, as well as the formulation of policy. In turn, communication and training provide the Institute with new and emerging areas of research as identified by various stakeholders.