



## **Communications Intern**

### **Terms of Reference**

OBJECTIVE: GDN is seeking to recruit an intern to contribute to strengthening the visibility of the organization and its programs and outputs.

### **Background**

The Global Development Network (GDN) is a public international organization that promotes better policies and better lives through high-quality policy-oriented social science research conducted in developing and transition countries. It provides researchers with financial resources, global networking, research management support, access to information, training, peer review and mentoring. Founded in 1999, GDN is currently headquartered in New Delhi.

This position will be based remotely or in our office in New Delhi.

### **Main Responsibilities**

The main tasks will include:

1. Development of creative visuals based on GDN research products
2. Update GDN program Factsheets
3. Social media campaigns in coordination with the Head of Communications
4. Producing short write-ups for the newsletter and other publications
5. Scanning GDN's website periodically and updating information as required
6. Assist with the Communication plan for GDN events, including the forthcoming Global Development Conference (*Evidence for Development: What Works* Global Summit), webinars etc.

### **Submission of applications**

Candidates are requested to submit their applications by sending the below documents, before 25 May 2021 to this email : [communications@gn.int](mailto:communications@gn.int).

- CV
- Sample work: soft copies of previous design work
- Short cover letter (optional)
- Additional references (optional)

### **Eligibility and desired profile**

Any natural or legal person can apply for the call. Applicants are required to show the qualifications below:

- Bachelor's degree in journalism and communication, fine arts, design, or other related field
- Understanding of and passion for development research
- Strong mastery of design software such as Adobe Design Premium or InDesign
- Clear and mature style of design, demonstrating an understanding of the communication requirements of international organizations
- Outstanding command of written and spoken English (French or Spanish as an additional language would be an asset)
- Familiarity with social media platforms.
- Work experience in development sector for international organizations (preferred).

Female candidates are particularly encouraged to apply. GDN is an equal opportunity employer, committed to diversity in its staff.

### **Questions and clarifications**

All requests for clarifications should be addressed to [communications@gdn.int](mailto:communications@gdn.int).