



Communications Intern
Terms of Reference (TOR)

Position: Communications Intern

Location: Based in Tehran

Duration: Three months (with possible extension for another 3 months)

Reports: Advocacy and Communications Officer

About RI: Relief International is a leading nonprofit organization working in 20 countries to relieve poverty, ensure well-being and advance dignity. We specialize in fragile settings, responding to natural disasters, humanitarian crises and chronic poverty.

Relief International combines humanitarian and development approaches to provide immediate services while laying the groundwork for long-term impact. Our signature approach -which we call the RI Way- emphasizes local participation, integration of services, strategic partnerships, and a focus on civic skills. In this way, we empower communities to find, design and implement the solutions that work best for them.

RI believes that gender equality is a basic right for all people, and it is critical to directly address gender-based discrimination and promote gender equality in order to ensure sustainable development.

RI in Iran: Relief International has been active in Iran since 1989. The Iran operation focuses on providing and improving access to health, education and livelihoods to Afghan refugees – with protection effectively mainstreamed across our activities. Relief International is a major actor in disaster response in Iran and currently implements a large-scale COVID-19 response. We support national CSOs as well as coordination and advocacy with other INGOs, UN agencies and Governmental partners to improve the overall humanitarian and development response.

Position Summary:

The Communications Intern will be based in Tehran and is technically supervised by the Advocacy and Communications Officer. She/he will support the unit in ensuring the sound implementation of the advocacy and communications strategies and work-plan, and actively contributes to the unit's objectives. The incumbent will have strong organizational and interpersonal skills, is results-oriented, flexible, and proactive. Attention to detail, ability to work under pressure and a strong adherence to deadlines and milestones is a key attribute. We are looking for candidates with a **professional** and strong **can-do attitude**, who possess the ability to coordinate and handle **multiple workloads** and projects seamlessly.

Essential Responsibilities and Duties



- Follow-up on Administrative and Logistical arrangements to organize meetings, events, workshop and etc.,
- Contribute to the production of information material for awareness raising campaigns and for the preparation of in-house bulletins, newsletters and information kits by contributing to articles, reports and other information gathered from various sources; liaise with printers concerning brochures and publications published by the office.
- Media and local situation regarding humanitarian developments and refugee related matters, as well as RI's work is regularly monitored.
- Compile and distribute a daily news clipping service.
- Design and edit communications/ multimedia material/ content as requested.
- Draft routine correspondence and texts as requested, maintain, update information, and contact databases.
- Maintain up-to-date filing system and appointments diary.
- English and Farsi translation duties.
- Farsi and English editing and proofreading.
- Update and maintain project work-plans and ensure that projects are moving forward accordingly.
- Collect and compile inputs, data and information on a regular basis.
- Collect and archive multimedia content created/ relevant to RI, with relevant and necessary information added.

Safeguarding

- Uphold and promote RI's commitment to ensuring the safeguarding and safety of the vulnerable communities we serve.
- Consistent with RI's safeguarding and protection policies, ensure all people who come into contact with Relief International are as safe as possible.

Equity and Diversity Commitment

- Demonstrate sensitivity and understanding of systemic diversity and cultural differences.
- Ensure that gender equity is addressed in our staffing and programming.
- Perform other functions that maybe assigned from time to time.
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Qualifications and Requirements

This position demands a dynamic individual with a demonstrated ability to achieve results in a demanding and fast-paced environment.

- Graduate degree in a relevant field (priority given to English Translation, Journalism, Public Relations and Graphic Design).
- Demonstrated capacity in delivering quality content and material under tight deadlines.
- Ability to write articles, briefings, reports and official correspondence.
- Knowledge of the refugee context in Iran highly preferable.
- Knowledge of the humanitarian context in Afghanistan.
- Ability to work under pressure and with limited supervision.
- Strong interpersonal skills
- Excellent communication skills, both written and verbal.



- Fluency in both English and Farsi, both written and verbal.
- Knowledge of Photoshop, Premier Pro and other design and editing platforms highly desirable.

RI Values:

We uphold the Humanitarian Principles: humanity, neutrality, impartiality and operational independence. We affirmatively engage the most vulnerable communities.

We value:

- *Inclusiveness*
- *Transparency and accountability*
- *Agility and innovation*
- *Collaboration*
- *Sustainability*

How to apply:

If you are interested in this job, please email your **cover letter** and **CV** in English to tehran@ri.org and mention the <Job Title_FULL NAME> in the subject line. **Applications close on 13 October 2021.**

Due to limited resources, only short-listed candidates will be contacted.

Note to external agencies, we will not be accepting CVs from third parties.

Relief International is committed to protecting our staff and the communities we work with from abuse and harm including sexual exploitation, sexual abuse and sexual harassment. All staff are expected to abide by our Code of Conduct.

Recruitment to all roles in Relief International include a criminal records self-declaration, references and other pre-employment checks, which may include police and qualifications checks.

Relief International is committed to diversity and gender equality; we strongly encourage female candidates to apply.