



New Delhi | Clermont-Ferrand | Washington, D.C.

TERMS OF REFERENCE

Communications Intern

OBJECTIVE: GDN is seeking to recruit an intern to help revamp its website and provide communication support for events, outreach products, and so on.

Background

The Global Development Network (GDN) is a public international organization that supports high quality, policy-oriented, social science research in Low- and Middle- Income Countries, to promote better lives. We help connect researchers and research institutions to 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, with an office in Clermont-Ferrand, France.

This position will be based at our office in **New Delhi** or **remotely** if the candidate lives outside Delhi-NCR.

Main responsibilities

The Communications Intern will work closely with the Communication Unit and be required to:

1. Review the current **GDN website**; compile updated content (textual and visual) for all pages, in preparation for a new website. In addition, write, edit and compile regular updates for the website (news, events, etc)
2. Offer onsite/remote **communication support for large events** such as the Green Growth event (September 2023), Global Development Conference (October-November 2023), and more.
3. Provide ideas and innovative **content buckets** for GDN's **social media platforms**.
4. Develop **creative visuals** based on GDN research products – infographics, boxes/tables – to help make the content more graphical.
5. Provide any other general **communication support** to the Communication Unit, as and when required.



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Duration of internship

Six months from mid-June to mid-November 2023.

Submission of applications

Interested candidates are requested to submit their applications by sending the following to communications@gdn.int, latest by **June 9, 2023**.

- Curriculum Vitae
- Samples of work - Previous writing, editing, design, events management work
- Short cover letter stating why you think this position is for you.

Eligibility and desired profile

Applicants are required to possess the following qualifications:

- A bachelor's degree in journalism and communication, graphic design, publishing, advertising, digital marketing, social media management, and related fields.
- Understanding of and passion for development research and the development sector.
- Good writing, editing, proofreading and content-collation skills, demonstrating an understanding of the communication requirements of the organization.
- Strong mastery of design software such as Adobe Illustrator, InDesign, Photoshop, Canva, etc.
- Well versed with social media platforms and generating content for them.
- Good command over written and spoken English (French or Spanish as an additional language would be an asset)
- Some work experience in the development sector, preferably having worked for international organizations.
- We are also open to hiring graduate students looking for internships during their academic breaks, with the possibility of part-time work once the academic year begins.

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



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Questions and clarifications

For any queries related to the application procedure or the job posting, please write to Ragini Letitia Singh at communications@gdn.int.