

Internship positions in the Communication Unit

Position overview:

We are seeking proactive, talented interns to join our dynamic communication team at *icipe*. The interns will play a crucial role in creating and uploading content on our digital platforms, design and layout of various products, and also provide events and administrative support. They will gain valuable knowledge and communication skills, as well as the opportunity to become immersed in the unique and wonderful world of insect science for socio-economic transformation. The candidates should have a background in science, communication, marketing, arts and humanities. Most critical, they should have a knack for creativity, passion for communication and storytelling, and the ability to learn fast.

1. Content creation uploading

- Contribute to content creation for the various *icipe* products and platforms, including social media pages, publication and the website, in adherence to the Centre's standards.
- Assist in uploading content on the *icipe* social media pages.
- Assist in formatting and uploading content on the *icipe* website, ensuring adherence to the set front and back-end templates and aesthetics.

2. Design and Layout

- Assist in layout and printing of items such as branding and promotional materials, calling cards, certificates etc.
- Assist in the layout and formatting of job adverts to be uploaded on the *icipe* website.
- Work closely with the Centre's graphic artist to ensure that the design and layout of above items adheres to the *icipe*'s brand guideline.

3. Event support

- Assist in setting up, removal and safe storage of banners and any other promotional materials, during events.
- Support event coverage of events held at *icipe* through newsworthy photos and news items.

4. Administrative support

- Assist to prepare and issue invoices for services provided by the Communication Unit.
- Dissemination of printed materials across the Centre.

Perform any other task assigned by the supervisor.

Requirements and Qualifications:

- Bachelor's degree in Communication, Science, Arts and Humanities, development or related field.
- Knowledge in the use of Microsoft Office and Adobe Design software
- Good writing and storytelling skills.
- Passionate, team player, ability to learn fast.

Duration:

The duration of the position is 6 months and is non-renewable.

Terms:

Terms for the intern will be according to *icipe*'s policies for internships.

How to apply

Online application: http://cbid.icipe.org/apps/cbid/forms/communications_internship.php

Completed application and accompanying supporting documents must be submitted by 22 July 2024.