

**UNDP Tumen Secretariat**  
**Terms of Reference**

**Position Title:** Intern (Communications & Partnership)

**Duty Station:** Tumen Secretariat, Beijing, China

**Duration:** 3 months on the full time basis, starting immediately

**Background**

The Greater Tumen Initiative (GTI) is a regional cooperation mechanism jointly supported by the governments of China, DPRK, Mongolia, ROK, Russia, and UNDP. GTI is aimed to revitalize and promote the Tumen River Area Development Programme (TRADP) which was established in 1995 under the agreements signed by member governments.

As a unique intergovernmental platform for economic cooperation and exchanges for Northeast Asia, GTI serves as a catalyst in expanding policy dialogue and strengthening fundamentals for improving the business environment in the region.

**Major Duties and Responsibilities:**

The incumbents will report to and under the supervision of the Director of the Tumen Secretariat, to support the senior program officer in Communications & Partnerships.

To be specifically, the responsibilities and duties will include:

1. To assist in preparing news releases and promotional booklets, maintaining media relations and organizing communication events.
2. To assist in producing the catalogue of the GTI library.
3. To assist in updating the GTI website.
4. To assist in maintaining partnership with key GTI partners and developing new partners.
5. To perform other tasks as requested by the supervisor.

**Qualifications:**

The incumbents are required to possess the following qualifications and competencies:

- Bachelor's degree or above, preferably in communications / journalism / PR.
- High proficiency in spoken and written English; Excellent communication and drafting skills.
- Programme assistance working experiences, preferably with international organizations.
- Excellent computer skills with MS Office (e.g. Word, Excel, PowerPoint, Outlook); previous website maintenance experience would be an asset.
- Effective team player with excellent inter-personal skills; highly self-motivated.
- Previous experiences in meeting/event organizations would be an asset.
- Ability to perform in a multicultural environment.
- Native speakers of Russian, Mongolian, Chinese or Korean are encouraged to apply.

Please send your application to [tumen@public.un.org.cn](mailto:tumen@public.un.org.cn).