

ACT INTERNSHIP PROGRAMME (ACT DIR 50-7)

JOB DESCRIPTION FOR POSSIBLE INTERNSHIP 2021

DIVISION: Staff Advisory Group **BRANCH/SECTION:** Communications / Public Affairs

DETAILS OF PROJECT (as a minimum should cover principal duties and tasks):

Contribute to journalistic coverage of ACT programmes, activities and events as directed by the Chief Public Affairs Officer. The intern will be challenged in a high-paced, exciting and international office environment. The Branch deals with external communications, internal communications and community relations. The intern will be asked to produce communications products for public dissemination through ACT channels. That work could include support to a large international conference or management of a social media platform.

EXPECTED DELIVERABLE(S):

Journalistic web articles, Social Media posts, audio-visual and logistical support. Participation in ComRel events.

TYPE OF BACKGROUND/EDUCATION PREFERRED:

A current or recent Post Graduate student in Journalism, Communications, Public Relations, Marketing, English Writing or other related field. Experience in writing editorial content for print or web based production