

# Internship Announcement

Posting Title: INTERN - GRAPHIC DESIGNER  
Department/Office: Communication & Strategy - International Solar Alliance  
Internship: Home Based  
Posting Period: July - September 2020 -could be extended)  
Opening date: 30 June 2020  
Closing date: 7 July 2020

## Org. Setting and Reporting

The position to support the work of the International Solar Alliance and is for a period of three months, with the opportunity for extension to six months, depending on the needs of the organisation.

The internship is UNPAID and full-time. Interns work five days per week (35 hours) under the supervision the Director, Communication & Strategy.

## Responsibilities

The International Solar Alliance is currently looking for a Graphic Designer who is interested in an internship with an international organisation, working to combat climate change and provide universal energy access.

- The Graphic Design intern may be responsible for the following duties:
- Developing branding material, including brochures, posters and other communications materials;
- Conducting photo research for branded print and online material;  
Creates graphically engaging presentations and materials;  
Edits images and videos for communications activities;
- Takes on other special projects as assigned.

On completion of the internship, the successful candidate will have gained:

An excellent understanding of the programmes, projects and activities of the International Solar Alliance;

- Valuable experience in graphic design;
- Knowledge of the challenges of human resources management in a multicultural environment and in an inter-governmental organization;
- An understanding of staff selection processes, especially recruitment and outreach strategies;
- Design and writing skills for public information and communications in an international context;

## Competencies

**Communication:** speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match the audience; demonstrates openness in sharing information and keeping people informed.

**Teamwork:** works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; Places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

**Creativity:** actively seeks to improve programmes or services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; takes calculated risks on new and unusual ideas; thinks "outside the box"; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches.

## Education

Applicants must meet one of the following requirements:

- a) be enrolled in a post-graduate program or in their final year of undergraduate; studies in graphic design, visual arts, web design or related area at the time of application and during the entire period of internship; or
  - b) have graduated with a university degree (as defined in (a) above) and, if selected, must commence the internship within a one-year period of graduation.
- Recent graduates can also be included in the internship program provided the start date of the internship is less than one year from completion of studies;
  - Be proficient at Adobe Photoshop, Illustrator and InDesign; Be proficient with multimedia or web design and interactive media (web development, including hands-on knowledge of HTML/CSS, databases, webpages, scripting, programming, digital imaging, multimedia design, etc.);
  - Have a keen interest in the work of the organisation and in the fields of solar and/or energy access and/or climate change;
  - Have demonstrated the ability to successfully interact with individuals of different cultural backgrounds and beliefs, which include willingness to try and understand and be tolerant of differing opinions and views;
  - Have knowledge of standards for digital accessibility.

## Work Experience

Applicants are not required to have professional work experience.

## Languages

Fluency in English is required. Knowledge of French or Spanish is desirable.  
Knowledge of another UN official language is an advantage.

Assessment

Applicants should apply by sending an updated CV and a Letter of Interest stating their interest in the position, their motivation for seeking this position and the skills possessed that will support their candidature. All applications will be sent directly to the [cecile.martinphipps@solaralliance](mailto:cecile.martinphipps@solaralliance) and [archanabhardwaj@solaralliance.org](mailto:archanabhardwaj@solaralliance.org), indicating the date of availability.

Please note that only shortlisted candidates will be contacted for further arrangements.