



## Terms of Reference

### Intern

### Innovation Accelerator (INCA)

### Innovation and Change Management (INC)

### United Nations World Food Programme (WFP) Munich Office

#### Position Title:

- Innovation Accelerator Communications Intern

#### Location of Position:

- WFP Innovation Accelerator (INCA), Munich, Germany

#### Starting date:

- As soon as possible

#### Duration:

- 3-6 months, full-time
- 

#### Background:

The UN World Food Programme (WFP) is the frontline humanitarian agency fighting hunger worldwide. On average, WFP reaches more than 80 million people with food assistance 75 countries. Around 14,000 people work for the organization, most of them in remote areas, directly serving the hungry poor.

In 2015, WFP established the Innovation Accelerator, which aims at fostering high-impact and transformative innovations to end hunger. We combine management consulting, start-up lean thinking and human centred design to drive innovation that significantly reduces food insecurity and malnutrition. WFP seeks to create value through prioritizing and better harnessing innovative ideas, as well as scaling up transformative projects to a global level. We are looking for a motivated, creative and skilled intern to support our international team in this exciting venture.

#### Terms of Reference

The Innovation Accelerator Intern is expected to:

1. Support innovation projects which participate in the Innovation Accelerator
2. Assist in drafting and writing documents and communication materials, including stories for the WFP Innovation Accelerator internal and external websites
3. Assist in arranging and preparing interviews, media briefings and events
4. Assist in preparation of online fundraising materials (newsletter, appeals, etc.)
5. Assist in drafting and writing content for external reports and social media
6. Conduct research regarding trends and innovations in the humanitarian sector
7. Support any other activities related to innovation and zero hunger as required



**Essential Requirements:**

- Currently enrolled or have recently graduated (less than 12 months ago) from a University, preferably in the areas of business, innovation, communication, international relations or related studies;
- Having completed at least two years of undergraduate study and 1-2 internships, international experience is a plus
- Excellent communication skills (written and oral) in English is required; Proficiency in German an advantage; second UN language would be an asset (candidates will be asked to provide examples of written work)
- Ability to produce high-quality written materials, write clearly and concisely and work within tight deadlines.
- Proficiency in MS Office (Word, Excel, Power Point) and Online Communication

**Skills and Abilities:**

- Collaborative spirit able to liaise with a wide range of people at all levels and across different cultures and to act with credibility and diplomacy
- Capacity to work within branding and technical specifications
- Strong time management skills with an ability to plan ahead, anticipate requirements, problems and obstacles, and an ability to juggle competing priorities successfully, and to work to tight deadlines
- Self-motivated and able to work with a high degree of autonomy
- Understanding of issues in Humanitarian and Development aid, including fundraising and innovation
- Fully committed and motivated to achieve the aims of the UN World Food Programme
- Graphic design and/or video editing skills are an advantage

**Terms and Conditions:**

- Interns receive a monthly stipend from WFP up to the amount of US\$700 per month
- WFP is not responsible for living expenses, arrangements for accommodation, travel to and from WFP internship location, necessary visas and costs related

Please send your application via email to Mr. Alex Sloan: [global.innovation@wfp.org](mailto:global.innovation@wfp.org).  
Your application should be in English and include a motivation letter, CV and transcripts.