

Communications Intern (Roster)

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Deadline:	27.10.2026 23:59:59	remained 9 days
Salary:	According to the	interview results
Location:	Bishkek	
Type of involvement:	full time	



[UNDP Kyrgyzstan](#)

Address
пр Чуй 160

Information

Common information

Background

Diversity, Equity and Inclusion are core principles at UNDP: we value diversity as an expression of the multiplicity of nations and cultures where we operate, we foster inclusion as a way of ensuring all personnel are empowered to contribute to our mission, and we ensure equity and fairness in all our actions. Taking a 'leave no one behind' approach to our diversity efforts means increasing representation of underserved populations. People who identify as belonging to marginalized or excluded populations are strongly encouraged to apply. Learn more about working at UNDP including our values and [inspiring stories](#).

UNDP does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment, and discrimination. All selected candidates will, therefore, undergo rigorous reference and background checks.

As the United Nations lead agency on international development, UNDP works in 170 countries and territories to eradicate poverty and reduce inequality. We help countries to develop policies, leadership skills, partnering abilities, institutional capabilities, and to build resilience to achieve the [Sustainable Development Goals](#). Our work is concentrated in three focus areas; sustainable development, democratic governance and peace building, and climate and disaster resilience. UNDP advocates for change, and connects countries to global knowledge, experience and resources to help people build a better life.

UNDP has supported Kyrgyzstan's development progress since 1992 and supports the country in charting future pathways towards greater prosperity, resilience, and social cohesion. As an impartial policy advisor and integrator, UNDP works within the UN system and with all stakeholders in government, civil society, and private sector to advance inclusive, fundamentally sound development solutions and reforms in complex settings. Our United Nations identity ensures neutrality and respect for people's choices. Transparency and accountability in operations makes us a trusted partner for national and international development stakeholders.

UNDP encourages and enables collective intelligence, collaboration, integration, critical thinking, and thought leadership. We mainstream innovation, digitalization opportunities, gender equity and diversity/inclusion principles in all aspects of our work. Our staff consistently strive for excellence, effectiveness, efficiency and inclusion across all areas of work.

Qualification requirements

Required Skills and Experience

Education:

Applicants to the UNDP internship programme must at the time of application meet one of the following requirements:

- (a) Be enrolled in the final academic year of a first university degree programme in Media, Communications, Journalism, and Public Relations departments; (such as bachelor's degree or equivalent);
- (b) Be enrolled in a postgraduate degree programme (such as a master's programme, or higher) in Media, Communications, Journalism, and Public Relations departments;
- (c) Have recently graduated with a university degree (as defined in (a) and (b) above) and, if selected, must start the internship within one-year of graduation;
- (d) Be enrolled in a postgraduate professional traineeship program and undertake the internship as part of this program.

Experience:

- Experience of producing video reels and taking photos is strongly desired (please enclose links to published videos, photos);
- Experience of design is considered as an asset (please enclose links to published designs);
- Experience of using of AI for visual production is an asset (please enclose links to the published works);
- Experience of writing texts is strongly desired (please enclose writing samples);
- Knowledge of English, Russian, and Kyrgyz at the proficient level is required.

Duties

Duties and Responsibilities

1. Technical support:
 - Support for technical production of communication and advocacy materials and tools for UNDP projects;
 - Design communications products for social media channels;
 - Promote and strengthen UNDP's presence in social media network;
 - Support with carrying out public events related to projects implementation;
 - Support with development and coordination of the production of weekly communications plans.
2. Visual content production
 - Assist the team with providing high-quality writing/editing/proofreading social media content and conducting digital outreach in Kyrgyz/Russian and English;
 - Assist with producing video reels on UNDP key topics in simple way tailored for different social media platforms;
 - Assist with production of photo essays for UNDP key areas of work;
 - Contribute to writing stories, articles, blogs, and press releases in English and Kyrgyz/Russian languages.

Perform other duties within your functional profile as assigned and deemed necessary for the efficient functioning of the office.

Under the overall guidance and direct supervision of the Communications Officer, the Intern delivers client-focused services in the area of **communications**. The Intern works in close partnership with UNDP CO Communications unit, Project Specialists.

Conditions

Working arrangements:

- UNDP will not be able to sponsor visas / work permits and travel to and from duty station of this internship assignment (Bishkek, Kyrgyz Republic).
- The intern should be based in Bishkek throughout the whole duration of the assignment.
- The intern will receive a monthly stipend.

- Internship is full-time, office-based.
- UNDP will not be able to provide personal computer/laptop and other computer equipment.
- Usual working hours at UNDP Country Office are from 9.00 to 18.00.

Disclaimer

Applicant information about UNDP rosters:

Note: UNDP reserves the right to select one or more candidates from this vacancy announcement. We may also retain applications and consider candidates applying to this post for other similar positions with UNDP at the same grade level and with similar job description, experience and educational requirements.

Non-discrimination:

UNDP has a zero-tolerance policy towards sexual exploitation and misconduct, sexual harassment, and abuse of authority. All selected candidates will, therefore, undergo rigorous reference and background checks, and will be expected to adhere to these standards and principles.

UNDP is an equal opportunity and inclusive employer that does not discriminate based on race, sex, gender identity, religion, nationality, ethnic origin, sexual orientation, disability, pregnancy, age, language, social origin or other status.

Scam warning:

The United Nations does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Should you receive a solicitation for the payment of a fee, please disregard it. Furthermore, please note that emblems, logos, names and addresses are easily copied and reproduced. Therefore, you are advised to apply particular care when submitting personal information on the web.

About company

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