



## **IMF-OAP Internship Program 2021**

The IMF Regional Office for Asia and the Pacific is accepting applications for the Internship Program 2021.

**Position:** Communications Intern

**Period:** Up to 6 months, from June to November 2021, on a part-time basis

**Office:** Tokyo / Mainly work from home during the COVID-19 pandemic

**Remuneration:** A hourly-based stipend to be provided (Note: No transportation cost or any other subsidies will be provided)

**Deadline:** Sunday, April 4, 2021

### **Job description:**

A communication intern is expected to:

- Support the operation of OAP social media work, including the translation of English posts into Japanese and the development of interactive contents and campaigns
- Support the organization of public events, from logistical arrangements to interactive content development and event promotion
- Support media monitoring for major media events
- Support any other administrative tasks in relation to communications work

### **Requirements:**

A communication intern must:

- Be enrolled as a university student in a bachelor's (3<sup>rd</sup> or 4<sup>th</sup> year only), master's or PhD program
- Be majoring in communications, journalism, international relations, or related fields
- Have some experience in public relations, such as school newspapers, event organization and PR, social media operations and/or digital content development
- Be native in either Japanese or English, and fluent in the other language

### **Application procedure:**

Qualified and interested applicants should register using the online application form (<https://www.cvent.com/d/bjqs28>) and submit all the following required materials:

- A cover letter, both in Japanese and English, briefly explaining how you can contribute to the organization with your qualifications and what you'd like to gain from this internship
- A curriculum vitae (CV) in English, including the names and contact details of at least two referees

Only short listed candidates will be invited for a written test and an interview.

### **Contact:**

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