



**UNIDROIT**

International Institute for the Unification of Private Law  
Institut International pour l'Unification du Droit Privé



## **UNIDROIT DIGITAL COMMUNICATIONS INTERNSHIP**

### **Terms of Reference**

#### **GENERAL INFORMATION**

**Organisation:** International Institute for the Unification of Private Law (UNIDROIT)

**Job Title:** Intern

**Internship Duration:** 3-5 months

**Internship Starting Date:** between 22 June and 1 July 2026

**Location:** UNIDROIT Headquarters in Rome, Italy

**Background:** The [International Institute for the Unification of Private Law \(UNIDROIT\)](#) is an independent intergovernmental organisation that was originally established in 1926 under the auspices of the League of Nations. UNIDROIT has 65 Member States and 116 Connected States, representing 74% of the world population and over 90% of global nominal GDP. UNIDROIT's objective is to develop modern international standards for commercial and private law. UNIDROIT has a primarily legislative function, and has prepared over 30 international instruments (treaties, model laws, model clauses, legal principles and legal guides) on various topics.

The [UNIDROIT International Programme for Law and Development \(IPLD\)](#), established under the UNIDROIT Academy, aims to advance the dissemination of these international legal instruments by providing specialised training and knowledge-sharing for legal and judicial professionals worldwide. Supported by the Directorate General for Development Cooperation of the Italian Ministry of Foreign Affairs and International Cooperation, the IPLD brings together judges, public lawyers, and legislative drafters for hybrid online and residential training sessions at UNIDROIT's headquarters in Rome.

The UNIDROIT Digital Communications team supports and promotes the work of the Institute. Its main objectives include: (a) raising UNIDROIT's public profile and increasing online awareness of its current projects; and (b) promoting upcoming events, encouraging participation from relevant stakeholders, and advertising vacancies, internship and scholarship opportunities.

This is a paid internship offering a monthly stipend of €1,000 for a period of 3-5 months, subject to successful performance and funding. The opportunity is open to applicants of all nationalities. While UNIDROIT can assist selected international candidates by providing an official letter of support for their visa application, the Intern is entirely responsible for all associated visa costs. Additionally, Interns are required to secure and maintain adequate medical insurance coverage at their own expense for the entire duration of their stay in Rome.

## **JOB DESCRIPTION**

The Intern will provide dedicated communications, media coverage, and outreach support for the UNIDROIT IPLD Programme, including its residential modules, the Africa Plus session, and the BEPCAC session. The Intern will also assist the Digital Communications team and contribute to implementing the Institute's Digital Communications Strategy and the Centenary Digital Communications Strategy, as well as to delivering a range of activities related to the Institute's current Work Programme, projects, and legal instruments.

The Intern will work closely with the Digital Communications team, including the Digital Communications co-Managers, as well as with other UNIDROIT staff in delivering their responsibilities.

Key responsibilities include implementing social media marketing campaigns, creating engaging content, executing digital marketing strategies, improving communication initiatives, and assisting with tasks to deliver the following initiatives:

- execute dedicated digital communications, outreach strategies, and campaign materials for the UNIDROIT IPLD programme;
- develop video content for the Secretariat, primarily focused on UNIDROIT instruments and ongoing projects;
- develop newsletters, graphics, and templates for various ongoing projects at UNIDROIT;
- prepare promotional strategies for high-level events and institutional milestones;
- provide media and/or video coverage of UNIDROIT events and activities;
- assist in crafting daily content and managing campaigns to grow the Institute's visibility across key social media platforms (LinkedIn, X, Facebook, YouTube);
- ensure consistent use of UNIDROIT branding and terminology;
- monitor and respond to inquiries about UNIDROIT's work on social media platforms.

## **REQUIRED QUALIFICATIONS**

**Educational qualifications:** Master's degree or higher in communications, design, marketing, journalism, public relations, or related field; applicants with a background in law may also apply if they have relevant professional experience.

### **Professional Experience:**

- 1-2 years of experience in digital communications management.
- Experience with international organisations is highly preferred.
- Proven experience in multimedia content creation, including copywriting, graphic design (e.g., flyers, templates), and social media assets.
- Experience in event photography or digital media coverage, with a proven ability to capture professional imagery in corporate or institutional settings.

- Proven experience in video production, with comprehensive knowledge of all stages from planning to execution.
- Experience working with WordPress is preferred.
- Entry-level understanding of digital marketing strategy, including tailoring campaigns to a specific audiences.

**Technical skills and competencies:**

- Language: Full professional proficiency in English (the primary working language), with strong written and verbal communication skills. Minimum IELTS score of 7.0, TOEFL score of 94, or equivalent demonstrated ability.
- Proficiency in tools like Canva, Adobe Creative Cloud (Photoshop, Illustrator, Premiere Pro), PowerPoint, Final Cut Pro, or their alternatives.
- Understanding of Google Analytics, Search Engine Optimisation, or similar tools for performance tracking.

**Soft skills:**

- Multitasking and Deadline Management: Skilled in handling multiple tasks effectively, meeting deadlines under time constraints.
- Organisational Abilities: Highly detail-oriented, capable of efficiently managing complex tasks to ensure content accuracy and consistency.
- Teamwork skills: Ability to effectively work alongside a diverse group of colleagues and simultaneously contribute toward many initiatives.
- Proactive Attitude: Initiative in suggesting creative ideas or solutions.

**APPLICATION PROCESS**

Interested candidates should submit their application through the [online application form](#), uploading a current CV and a Cover Letter (maximum 1 page) detailing their motivation and suitability for the role. Submitting a portfolio showcasing previous work is encouraged and will be considered a strong asset. Please note that applications are reviewed on a rolling basis, so early submission is strongly recommended.