



ZIMBABWE EZEKIEL GUTI UNIVERSITY

FACULTY OF HERITAGE, HUMANITIES AND SOCIETAL ADVANCEMENT

DEPARTMENT OF DEVELOPMENT, PROGRAMMING & MANAGEMENT

EXAMINATION PAPER

COURSE CODE : DATR 200
COURSE TITLE : DIPLOMA ENGLISH FOR PROFESSIONAL PURPOSES
DURATION : 3 HOURS
DATE : JAN 2024 SUPP

INSTRUCTIONS TO CANDIDATES:

1. Answer **THREE** (3) questions **ONLY**
2. Each question carries equal marks (25)
3. Section A is **COMPULSORY**
4. Start each question on a new page of your answer book.

NB: DO NOT TURN OVER THE QUESTION PAPER OR COMMENCE WRITING UNTIL YOU ARE INSTRUCTED TO DO SO BY THE INVIGILATOR

Section A

1. Explain the following communication concepts and how they are relevant to you as an employee in an organisation.
 - (i) Ideation
 - (ii) Encoding
 - (iii) Decoding
 - (iv) Feedback
 - (v) Noise

Section B

2. **“Hearing is a form of sensory input whereas listening is a way to form connections with other people” (Gupta, 2023).** Organisations fail to achieve their goals because they fail to listen even though they may hear. Outline characteristics of listening which differentiate it from hearing and how it benefits organisations in the field of social sciences.
3. You recently joined this big NGO as an attaché and a few months into your work-related learning, you start experiencing gender-based harassment and you hear other interns complaining of the same. Write a letter of complaint to Human Resources Manager outlining your experiences and what you expect to be done to ensure a safe working environment for you and other interns at the organisation.
4. Outline the three kinds of credibility studied in this course and how the social worker speaker attains each one and how he/she may use the conferred credibility to achieve the goal of their outreach effort.
5. Attached is a vacancy notice for internship from one NGO which you encounter while surfing the internet. You are left with just an hour before the closing time for applications, read through the advert and write a cover letter/ job application letter in response to the advertised post. Your letter should follow the format of business letter taught in this course.

Intern – Engaging Men and Boys: EECA MenEngage Platform

Level: Internships / fellowships

Contract Type: Internship

Closing date: 28 October 2023 09:00

PM Duty station: Istanbul

POST TITLE: Intern – Engaging Men and Boys: EECA MenEngage Platform

SECTOR: Gender Equality

DUTY STATION: **Regional Office for Eastern Europe and Central Asia- Istanbul**

DURATION: Minimum 2 months with possible extension up to 6 months based on the performance – starting from 1 November 2023

A. Background

Gender transformative programming (GTP) seeks to challenge and transform rigid and inequitable gender norms and relations that perpetuate inequalities and slow progress towards achieving gender equality and universal access to sexual and reproductive health. Working with men and boys in gender equality and addressing masculinities is one of the approaches to GTP. Since 2011, UNFPA Eastern Europe and Central Asia Regional Office (UNFPA-EECARO) and their civil society partners across the region have engaged in a partnership to integrate gender-transformative approaches, including engaging men and boys, in order to address stereotypical gender norms, eliminate violence against women and girls, combat harmful practices those foster injustice and increase access and utilization of sexual and reproductive health services. UNFPA EECA RO will support establishment of the regional platform called the EECA MenEngage Platform in joint efforts with Promundo and Global MenEngage Alliance.

EECA MenEngage Platform is planned to be an alliance comprising of non-governmental organizations, civil society organizations and UN partners across 17 countries in the Eastern Europe and Central Asia region. The EECA MenEngage Platform members aim to work collectively and individually to generate, disseminate and exchange knowledge and information on engaging men and boys in gender equality and addressing masculinities as an approach to gender-transformative programming. This platform will function as an issue-based coalition and serve as a space for technical assistance and exchange on engaging men and boys and gender-transformative approaches as well as joint advocacy efforts on specific issues. The platform is governed by a Coordinating Committee agreed upon among the members of the EECA MenEngage Platform, with technical assistance provided by Promundo-US and the MenEngage Alliance.

B. Supervision

This intern reports to the Technical Advisor on Gender at UNFPA EECARO (Eastern Europe and Central Asia Region). Overall function is to support the Gender Equality portfolio programming, with a special focus on EECA MenEngage platform, for engagement of boys and men in promoting gender equality and combating gender-based violence.

1. Establishment of Online Platform space:

- Act as the administrator to maintain the Platform webpage design, creation and **management of content for organization's web presence (requires working with content management software as well as design of logos for the platform)**

- Since the Platform webpage will be used as a resource hub, the intern will assist in collecting publications/resources/materials from partners and Platform members, classify, upload them and keep updating
- Facebook page – create the page and host ongoing dialogues online in social media
- Maintain a consistent look and feel throughout all web properties
- Monitor, review and respond to users' feedback and comments in consultations with EECA RO gender team

II. Facilitate communication between members within the Platform:

- Support the coordination mechanism for the information flow between members of the platform and EECA RO Steering Committee including capturing main messages and action points for key meetings and following up to ensure outcomes are achieved;
- Copyedit and proofread all web content
- Oversee design (i.e.: Facebook Timeline cover, profile pic, thumbnails, ads, landing pages, Twitter profile, and blog).

III. Support knowledge building and knowledge sharing within the Platform:

- Ensure that Platform members are noticed in advance of all webinars to be hosted on the Platform
- Disseminate and exchange information on engaging men and boys in gender-transformative programming being implemented in the region and beyond,
- provide opportunities for long-distance capacity building, such as through webinars and invitations to training events and conferences;
- Keep current with emerging web technologies through relevant blogs, listservs, and events

D Qualifications and Experience:

- Active enrolment in or completion of a degree university programme in Development Studies, Social Work, Political Sciences, Journalism, Gender studies, Technical Writing etc.
- Written and spoken proficiency in English is mandatory. Knowledge of other working languages of the UN is an asset. Extensive experience and familiarity with social networks (preferably, experience in managing social media accounts for social engagement projects) is considered an asset Interest in the field of development.
- Ability to adapt to new environments and to establish and maintain good working relations with individual of different cultural backgrounds.
- Results oriented and conscientious
- Have strong communication skills: excellent listening skills and empathy, ability to write clearly and concisely Exceptional organizational skills
- Excellent collaborative and team working capability
- Ability to manage multiple projects in a fast-paced, deadline-driven environment
- Basic Adobe Photoshop skills

E. Competencies

- Values: Integrity, commitment, embracing diversity, embracing change
- Core Competencies: Achieving results, accountability, developing professional expertise, analytical thinking, working in teams, communicating for impact

- Required Skillset: Providing logistical support, Managing data, Managing documents, correspondence and reports, Managing information and work flow, Planning, Organizing and multitasking; Generating managing and promoting the use of knowledge and information.

F. Financial Aspects

Interns do not receive a salary or any other form of remuneration from UNFPA. The costs associated with an intern's participation in the programme must be assumed either by the nominating institution, which may provide the required financial assistance to its students, or by the students themselves, who will have to meet living expenses as well as make their own arrangements for accommodation, travel and other requirements. In addition, applicants must have medical insurance for the duration of the internship. Proof of insurance will need to be submitted before the internship begins.

G. Status of Intern:

Interns are not staff members of UNFPA. The intern does not enjoy the privileges and immunities accorded to the United Nations and its officials.

Interns shall:

- Not represent UNFPA in any official capacity;
- Provide the substantive unit with a copy of all materials prepared by them during the internship.
- Interns may not communicate at any time to the media or to any institution, person, Government or any other external source any information which has become known to them by reason of their association with UNFPA, that they know or ought to have known has not been made public. They may not use any such information without the written authorization of the appropriate official, and such information may never be used for personal gain. These obligations also apply after the end of the internship with UNFPA;

Passports, visas, travel during the internship:

- The intern is responsible for obtaining a passport and all necessary visas. UNFPA will only issue a letter stating acceptance of an individual as an intern and the conditions governing the internship.

Attendance:

- The internship is normally performed on a full-time basis; the intern is expected to work during normal working hours.
- The intern shall provide written notice in case of illness or other unavoidable circumstances which might prevent him/her

Extension of internship:

- In the event that the internship is extended, the intern shall sign a new UNFPA internship agreement, which shall be submitted through the substantive manager to DHR (for Internships at Headquarters) or directly to the manager (for internships at field duty stations).

H. How to Apply

Interested candidates please send a motivational cover letter and CV to the following email address: vacancies.eecaro@unfpa.org before 28 October 2023 under the subject: ***Internship MenEngage- EECARO.***