Elissa Communications and Digital Internship

Communication, design and digital peace in three languages, 3 to 6 months, open all year

TIPCS-INT-LMN-2027 · Call for applications, version 1.0, 8 November 2026

1. At a glance

The Elissa Communications and Digital Internship is one of four supervised internship tracks of the TIPCS Academy. It is open all year: you may apply at any time, applications are reviewed in a monthly cycle, and cohorts start according to supervisor capacity.

Item	Detail
Programme	Elissa Communications and Digital Internship (TIPCS Academy, internships)
Who	Writers, designers, translators and web practitioners who want to communicate research responsibly in Arabic, French and English. Adults only (18+).
Length	3 to 6 months, agreed in the learning plan
Language	Arabic, French and English; working languages agreed with the supervisor
Location	Monastir (HBSSC), Tunis, remote, or a mix, as the tasks and the supervisor allow
Application	Create or open a TIPCS account at /members/apply, then complete the internship application
Deadline	Rolling, open all year
Status	Not yet open for applications; depends on Board ratification of the internship policy

2. Background and rationale

Research that nobody can read or find has little effect. TIPCS publishes in Arabic, French and English, and every public message, from a report summary to a social media post, carries the institute’s reputation and its commitment to neutrality. Responsible communication of research means accuracy, accessibility, respect for people and for the approval chain, and care for the digital environment in which the message travels.

Lumen interns join the communications and digital team. They edit and translate publications, prepare accessible visuals and web pages, and support the institute’s social media within the TIPCS communication rules. Every piece goes through a supervisor and the approval chain before publication; the intern learns that speed never replaces accuracy, and that a published piece is a signed professional product.

TIPCS internships are learning experiences first, never a substitute for staff.

3. Objectives and expected outcomes

By the end, the intern should be able to:

- Learn to edit research text for clarity, neutrality and consistency, and to apply the TIPCS style guide.

- Learn to translate between Arabic, French and English with attention to terminology, register and cultural context.
- Learn to prepare accessible visuals and web pages: contrast, text alternatives, reading order, plain language.
- Learn the TIPCS communication rules, the approval chain and basic digital-peace practice, including how to avoid amplifying misinformation.
- Complete a portfolio of published, approved pieces, each with its brief, drafts and approval record.

4. Work agenda

The work agenda follows the editorial and digital calendar of TIPCS. Each intern is assigned a main language pair or digital focus and a portfolio target agreed in the learning plan.

Editing and style. Editing summaries, briefs and reports, keeping a style sheet and glossary. Guiding questions: What is the one message of this text? Is each claim supported in the source? Is the tone neutral and respectful?

Translation and terminology. Translating and revising texts between Arabic, French and English, and maintaining a trilingual glossary of peace and conflict terms. Guiding questions: Does the translation keep the meaning and the level of certainty of the original? Which terms need a team decision?

Accessible visuals and web. Preparing graphics, layouts and web pages that meet basic accessibility practice, including right-to-left layout for Arabic. Guiding questions: Can a screen reader user follow this? Does the layout work in all three languages?

Social media and community care. Drafting posts within the communication rules, scheduling, and monitoring comments according to the moderation policy. Guiding questions: Is this post accurate, neutral and approved? How do we respond to a hostile comment without escalating?

Digital peace and information hygiene. Checking sources before sharing, labelling uncertainty, and learning how misinformation spreads. Guiding questions: Who benefits if this message spreads? What would a careful reader want to verify first?

5. Internship design, learning plan and calendar

Every internship starts with a written learning plan, drafted and signed by the intern and the supervisor in the first two weeks. It states the learning goals, tasks, deliverables, working mode (remote, in person or mixed), and the dates of the mid-term review and final assessment. It can be adjusted at the mid-term review, but never silently.

Weekly rhythm. A planning session and a review session with the supervisor each week, an editorial meeting with the communications team, and a protected half-day for learning. The intern keeps a content log showing the brief, the draft versions and the approvals for every piece.

Indicative calendar for a four-month internship (about 17 weeks); other lengths keep the same logic.

When	Activity	Expected output
Weeks 1 to 2	Induction: TIPCS mission, ethics, communication rules, approval chain, style guide, tools. Learning plan drafted and signed. The agreement is signed before the first day.	Signed learning plan; style guide read; tool access

When	Activity	Expected output
Weeks 3 to 6	First edited and translated pieces; accessible visual or page; practice posts in a closed review space.	Three or more pieces at draft stage; content log
Weeks 7 to 8 (mid-term)	Mid-term review: progress, feedback both ways, adjustment of the second half.	Mid-term review form; revised plan
Weeks 9 to 14	Live editorial calendar: pieces go through approval and publication; digital-peace practice.	Published and approved pieces; approval records
Weeks 15 to 17 (final)	Portfolio curation, handover of files and glossaries, final assessment.	Portfolio of approved pieces; final assessment; certificate of internship activities

6. Supervision, mentoring and the Academic Council

Each intern has a named supervisor from the relevant TIPCS team, on the Academic Council's register of approved supervisors, responsible for the learning plan, the two weekly sessions, written feedback at least every two weeks, the mid-term review and the final assessment, and follows only as many interns as can be supported properly.

Elissa supervisors are communications professionals. A second reader fluent in the target language checks every translation, and the communications lead signs off every public piece.

The Academic Council of TIPCS, chaired by a professor of a partner discipline, approves the supervisor standards, reviews anonymised feedback and may be consulted in case of disagreement. Where a university requires an academic tutor, the supervisor and the tutor agree how to share information, with the intern's knowledge. Every intern also has a safeguarding focal point outside the supervision line.

7. Eligibility

Enrolled in a higher education programme, or recently graduated, in languages, translation, communication, journalism, design, computing or a related field; self-taught practitioners with a clear portfolio and adult status are considered case by case.

Applicants must be adults (18 or older) on the day the internship starts. TIPCS does not accept minors for any of its programmes.

Skills expected. Good writing in two of Arabic, French and English; for design or web profiles, a portfolio or samples of your work. Attention to detail and respect for the approval chain.

- Age: 18 or older.
- Status: enrolled in higher education, or graduated within the last 24 months. Self-taught adult practitioners with a clear portfolio are considered case by case.
- Availability: a continuous period of 3 to 6 months, with a weekly commitment set in the learning plan.
- University internship agreement: welcome where your institution requires one. In the application, choose your institution from the drop-down list of well-known universities, or type its name. The legal form is checked with the institution.
- Nationality is not a criterion. Applicants abroad may apply for remote or mixed internships; TIPCS cannot arrange a visa or residence permit.

8. Application package and how to apply

Applying always starts with creating or opening a TIPCS account at /members/apply. Once logged in, you complete the internship application and upload your documents.

Your data are used only to assess your application and, if accepted, to run the internship, under Tunisian personal-data law (Law 2004-63; the TIPCS declaration to the INPDP is in progress). Retention: [period to be fixed by the Board after the INPDP declaration]. You can ask to see, correct or delete your data at Contact@tipcs.org.

- Curriculum vitae, two pages at most.
- Motivation letter, one page: why this track, what you want to learn, what you bring.
- A short work sample: an edited paragraph with tracked changes, a 200-word translation with a note on one hard term, or two pages of design or web work.
- Proof of enrolment or graduation date, and your institution's internship agreement or office contact if required.
- One or two references, if available.
- Preferred start month, length and working mode, and a declaration that you are 18 or older.

9. Selection: criteria, process and timeline

Applications are reviewed on a rolling basis by two people: the proposed supervisor and a member of the programme team outside the supervisory line. Each scores independently against the grid below and differences are discussed. Applicants are assessed on their application alone.

Process: eligibility check, scoring, a short online conversation with shortlisted applicants, decision, and an offer letter with dates, supervisor, working mode and conditions. Outcomes are given in writing, normally within a few weeks (a target, not a guarantee).

Equal treatment. Reviewers declare any link with an applicant; nationality, gender, region and institution are not scored. Applicants may ask in writing for the reasons for a decision and refer the matter to the Academic Council through Contact@tipcs.org.

Criterion	Weight (%)
Motivation and interest in responsible communication	20
Quality of writing, translation or design samples	30
Language ability in two of the three languages	20
Accuracy and attention to detail (short editing exercise)	15
Availability and clarity of the proposed period	10
Contribution to a diverse, inclusive cohort	5
Total	100

10. Support, expenses and in-kind contribution

Support is mainly in kind: supervision and mentoring, a workspace in Monastir or Tunis when on site, access to the Academy's e-learning space, tools for the tasks, a TIPCS account for the duration, and the certificate of internship activities.

Expenses. No allowance or reimbursement is promised by this call. Travel, accommodation, meals or equipment costs are covered only if TIPCS has agreed in writing, beforehand, for a specific purpose [amount to be set by the Board with funders]. Interns should never pay for a TIPCS task on the strength of an oral understanding.

No replacement of staff, no disguised employment. Interns do not replace staff or fill vacant posts (see the legal framework below).

11. Outputs, deliverables, dissemination and indicators

Each internship ends with a portfolio: tasks done, methods used, deliverables, supervisor feedback and published outputs. It belongs to the intern, within the confidentiality limits below. TIPCS tracks internships completed, completion rate, deliverables approved, feedback and cohort diversity, and sets no targets before the first cohort.

Deliverable	Timing	Standard
Content log and glossary entries	Continuous	Every piece traceable from brief to approval
Edited or translated publications	By week 14	Accuracy checked by a second reader
Accessible visuals or web pages	By end of internship	Basic accessibility checks passed
Portfolio of published, approved pieces	At final assessment	Each piece with its approval record

12. Ethics, safeguarding, data protection, confidentiality and inclusion

Safeguarding. The internship runs under a written code of conduct that prohibits harassment, discrimination, exploitation and abuse of power. Every intern is given a safeguarding contact outside their supervision line and may raise a concern in confidence, without retaliation; concerns are handled promptly and, where the law requires, referred to the competent authorities. Concerns may also be raised under the TIPCS whistleblowing and complaints policy at Contact@tipcs.org, subject “CONFIDENTIAL – Concern”.

Remote and in-person work follow the same rules, using TIPCS channels.

Confidentiality. Interns may see unpublished research, participant data and internal documents. They sign a confidentiality undertaking at induction, copy nothing to personal devices or portfolios without written permission, and remain bound afterwards.

Ethics and data protection. Work involving people follows the TIPCS ethics protocol: informed consent, data minimisation, secure storage and anonymisation. Interns never handle sensitive personal data unsupervised, and declare conflicts of interest.

Gender and inclusion. TIPCS aims for diverse cohorts and discusses reasonable adjustments (disability, health, religious practice, caring duties) in the learning plan. TIPCS is politically neutral and non-partisan, and so are interns when acting for the institute.

13. Intellectual property and open access

Outputs created in assigned tasks belong to TIPCS or are released under the licence decided for the project, as the signed agreement states; a significant contribution is credited by name through the approval chain. Where a publication or dataset is released it is open access, unless confidentiality, privacy or partner conditions prevent it. The intern keeps the right to describe their role and to show their

portfolio, subject to confidentiality. See also the legal framework (Law 94-36). This is general information, not legal advice.

14. Monitoring, mid-term review, final assessment and certificate

Mid-term review. At about the halfway point the supervisor and intern review progress against the learning plan on short forms. It is two-way: the intern also comments on supervision and working conditions, and changes, including an early and respectful end, can be agreed.

Final assessment. Near the end the supervisor assesses the intern against the learning plan and deliverable standards, with written comments; the intern comments and completes an exit questionnaire. It is a learning record, not an academic grade, unless the institution agrees otherwise.

Certificate of internship activities. Interns who complete the internship receive a certificate stating the track, dates, supervisor's role and activities. It is not a diploma or degree, is not recognised by any state or academic body, and asserts no skill level. Interns who leave early receive a statement for the period completed.

15. Risks and mitigation

Track-specific risks; programme-level risks are managed by the coordination team.

Risk	Likelihood or impact	Mitigation
Publication of an unapproved or inaccurate piece	Low, high impact	Mandatory approval chain; interns have no direct publishing rights without sign-off
Hostile or abusive comments online	Medium	Moderation policy; supervisor escalation; right to step away from a thread
Agreement with the institution delayed	Medium	Early contact with the internship office; start date adjusted rather than the agreement skipped
Use of an image or text without the rights	Medium	Rights check; licence or consent on file; only TIPCS-owned or licensed material
Placement drifts into unacknowledged employment	Low to medium, high impact	Task review at mid-term; no-replacement rule; counsel consulted

16. Partners and outreach

TIPCS intends to approach higher education institutions, student services, career offices and professional associations in Tunisia and abroad to publicise the internships and arrange agreements. These are outreach targets only: none has agreed and none is named here. Organisations able to host or fund places are welcome to get in touch.

17. Legal and regulatory framework (Tunisia)

General information in plain words, not legal advice. A reform of the personal-data law and of the associations decree has been discussed publicly: check the current text before relying on this.

- Internship agreement. An internship rests on a contract between the intern and TIPCS (three-party where the institution requires it). Under the Code des obligations et des contrats, a contract needs the

free consent of adults, a lawful purpose and clear terms. The agreement therefore states dates, learning plan, tasks, supervision, confidentiality, intellectual property, how the placement can end, and that no job is promised. The executive administration signs. Any required form, and electronic signature under Law 2000-83 on electronic exchanges and commerce, are to be confirmed.

- An internship is not employment. The Code du travail (law 66-27 of 30 April 1966) governs work done under an employer's authority in return for remuneration. An internship must not disguise that relationship: tasks serve learning, interns replace no staff and fill no vacancy. If a placement starts to look like a job, TIPCS changes the tasks or recruits properly under its recruitment policy. How a court would characterise an internship is for counsel to confirm.
- Social security and insurance. The Code de la sécurité sociale (law 60-30 of 14 December 1960) sets social-security duties in general terms. Cover for accidents at work and travel, liability insurance (TIPCS, the institution or the intern) and whether interns must be declared are all. No placement starts without a written answer on insurance.
- TIPCS as an association. Decree-Law 2011-88 on associations governs statutes, governing bodies, transparency of funding, accounting and reporting. Internship funding and expense support appear in TIPCS accounts and reports; the Board supervises, the executive administration manages and signs, and spending needs three different signatures.
- Intern data. Law 2004-63 requires consent, a stated purpose, minimal collection, limited retention, rights of access and objection, and a declaration or authorisation to the INPDP (TIPCS declaration in progress). Retention: [period to be fixed by the Board after the INPDP declaration]. Transfers abroad (cloud tools, remote interns) need checking.
- Work products and images. Law 94-36 protects authors of written, visual and audiovisual works. The agreement states how TIPCS may use an intern's work (licence or assignment, credit); the form is. People shown in photographs or videos must consent, under the photo-and-media policy.
- Whistleblowing and safeguarding. Law 2017-10 protects people who report corruption. Safeguarding follows TIPCS policy and the spirit of Organic Law 2017-58 (violence against women), Organic Law 2016-61 (trafficking in persons) and Law 2018-50 (racial discrimination); serious cases go to the competent authorities.
- Images and published pieces. Law 94-36 protects authors, translators and designers: TIPCS needs a written licence or assignment for any work it publishes, and credit follows the approval chain. People shown in photographs or videos must have consented under the photo-and-media policy, with special care for any material showing children. Messages and comments from the public may contain personal data (Law 2004-63).

18. Related TIPCS policies

The internship, recruitment and photo-and-media policies are new drafts awaiting Board ratification, so this call is indicative until then. The other three were ratified at version 1.0 on 25 October 2026.

- Internship policy (internship-policy, draft): agreements, supervision standards, learning plans.
- Recruitment policy (recruitment-policy, draft): selection principles, equal treatment.
- Photo-and-media policy (photo-and-media-policy, draft): consent, credit and use of images.
- Safeguarding policy (ratified, v1.0): code of conduct, focal point.
- Whistleblowing and complaints policy (ratified, v1.0).
- Conflicts of interest policy (ratified, v1.0).

19. What the programme does not promise

TIPCS does not promise a visa, a residence permit or admission to any institution; a job or any future relationship with the institute; a diploma, a degree or a certificate recognised by any state; or any language or skill level. The internship gives no legal status beyond the signed internship agreement.

20. Contact and frequently asked questions

Contact: Contact@tipcs.org; landline +216 73 553 915. Offices: Monastir (HBSSC) and Tunis.

Question	Answer
My university requires an agreement. What do I do?	Select it in the drop-down list or type its name, and send the template or your internship office contact. TIPCS reviews it, and the executive administration signs once the offer is confirmed.
Can I publish under my own name?	Pieces are published under the TIPCS name or with the credit decided in the approval chain; your portfolio records your role.
Is there a co-tutor from my school?	Lumen does not require one. If your institution requires an academic tutor, you can name one in the application.
Can I use my TIPCS pieces in my own portfolio?	Yes once published, crediting your role. Unpublished drafts only with written permission.

> Call for applications, version 1.0, 8 November 2026. Applications start from a TIPCS account at www.tipcs.org. TIPCS does not promise a job, a diploma, a visa or admission anywhere. Adults only (18+). General information, not legal advice: check the current official texts before relying on it.

Stage Elissa communication et numérique

Communication, design et paix numérique en trois langues, 3 à 6 mois, ouvert toute l'année

Le TIPCS, think-do tank tunisien basé à Monastir et à Tunis, propose en continu le « Stage Elissa communication et numérique », un stage supervisé de 3 à 6 mois, en présentiel, à distance ou en formule mixte, ouvert aux adultes de 18 ans et plus (étudiants, jeunes diplômés et, au cas par cas, praticiens autodidactes avec portfolio). Les candidatures sont reçues toute l'année et examinées chaque mois. Le stagiaire rejoint l'équipe communication et numérique : édition et traduction de publications, visuels et pages web accessibles, réseaux sociaux dans le respect des règles de communication et de la chaîne de validation.

Chaque stage commence par un plan d'apprentissage écrit et signé avec un superviseur nommé, qui assure deux séances par semaine ; une évaluation à mi-parcours bilatérale et une évaluation finale suivent. Le résultat attendu est un portfolio de contenus publiés et approuvés ; le stagiaire n'a aucun droit de publier sans validation. L'attestation d'activités de stage n'est ni un diplôme ni un certificat reconnu par un État.

Pour candidater, il faut d'abord créer ou ouvrir un compte TIPCS (/members/apply), puis déposer un CV, une lettre de motivation, un court échantillon de travail, un justificatif d'inscription ou de diplôme et, si votre établissement d'enseignement supérieur l'exige, une convention de stage. La sélection suit une grille pondérée dont le total est de 100 points. Aucune indemnité n'est promise ; des frais ne sont pris en charge que sur accord écrit préalable [montant à fixer par le Conseil avec les bailleurs].

Cadre juridique (informations générales, sans avis juridique ; à vérifier sur les textes officiels en vigueur) : la convention de stage relève du droit commun des contrats (Code des obligations et des contrats) ; un stage ne doit pas masquer un emploi (Code du travail) ; l'assurance et la sécurité sociale restent à confirmer ; le TIPCS agit dans le cadre du décret-loi 2011-88 sur les associations ; les données des stagiaires et du public relèvent de la loi 2004-63 (déclaration à l'INPDP en cours) ; les textes, traductions, visuels et images relèvent de la loi 94-36 et du consentement des personnes représentées ; la loi 2017-10 protège les lanceurs d'alerte.

Politiques liées : politique de stages, politique de recrutement et politique photo et médias (projets soumis à la ratification du Conseil) ; sauvegarde, lanceurs d'alerte et plaintes, conflits d'intérêts (ratifiées, v1.0).

Le TIPCS ne promet ni visa, ni admission dans un établissement, ni emploi, ni diplôme ou certificat reconnu par un État, ni niveau de langue ou de compétence. Contact : Contact@tipcs.org, ligne fixe +216 73 553 915.

> Appel à candidatures, version 1.0, 8 novembre 2026. Toute candidature part d'un compte TIPCS sur www.tipcs.org. Le TIPCS ne promet ni emploi, ni diplôme, ni visa, ni admission. Adultes uniquement (18 ans et plus). Information générale, non un avis juridique : vérifier les textes officiels en vigueur avant de s'y fier.

تربص عليسة للاتصال والرقمنة

الاتصال والتصميم والسلام الرقمي بثلاث لغات، من 3 إلى 6 أشهر، والباب مفتوح طوال العام

يتيح المعهد التونسي للسلام ودراسات النزاعات (TIPCS)، وهو مركز فكري عملي تونسي مقره في المنستير وتونس العاصمة، «تربص عليسة للاتصال والرقمنة»، وهو تربص مُشرَف عليه مدته من 3 إلى 6 أشهر، حضوريًا أو عن بُعد أو بصيغة مختلطة، ومفتوح للبالغين (18 سنة فأكثر) من الطلبة والخريجين الجدد، ويُنظر في حالة الممارسين المعتمدين على أنفسهم ممن لديهم ملف أعمال كل حالة على حدة. تُستقبل الطلبات طوال العام وتُراجَع كل شهر. ينضم المتربص إلى فريق الاتصال والرقمنة: تحرير المنشورات وترجمتها، مواد بصرية وصفحات ويب ميسَّرة، ووسائل التواصل الاجتماعي ضمن قواعد الاتصال وسلسلة الموافقات.

يبدأ كل تربص بخطة تعلّم مكتوبة يوقّعها المتربص والمشرف المعيَّن، وتُعقد جلستان أسبوعيًا مع المشرف، يعقبهما تقييم منتصف المدة (ثنائي الاتجاه) وتقييم نهائي. والمخرَج المنتظر هو ملف أعمال من مواد منشورة ومعتمَدة؛ ولا يحق للمتربص النشر دون مصادقة. وشهادة أنشطة التربص ليست دبلومًا ولا شهادة معترفًا بها من أي دولة.

للتقدّم يجب أولًا إنشاء حساب في المعهد أو فتحه (/members/apply)، ثم إرفاق السيرة الذاتية ورسالة الدافع ونموذج عمل قصير وإثبات التسجيل أو التخرج، واتفاقية التربص إن اشترطتها مؤسستكم للتعليم العالي. ويستند الاختيار إلى شبكة معايير موزونة مجموعها 100 نقطة. ولا يَعِد المعهد بأي منحة، ولا تُغطّى النفقات إلا باتفاق كتابي مسبق [المبلغ يحدده المجلس مع الممولين].

الإطار القانوني (معلومات عامة، وليست استشارة قانونية؛ يُرجى التثبت من النصوص الرسمية السارية): اتفاقية التربص عقد يخضع للقواعد العامة في مجلة الالتزامات والعقود؛ ولا يجوز أن يخفي التربص علاقة شغل (مجلة الشغل)؛ ويبقى التأمين والضمان الاجتماعي محل تأكيد؛ ويعمل المعهد في إطار المرسوم عدد 88 لسنة 2011 المتعلق بتنظيم الجمعيات؛ وتخضع معطيات المتربصين والجمهور للقانون الأساسي عدد 63 لسنة 2004 (وتصريح المعهد لدى الهيئة الوطنية لحماية المعطيات الشخصية قيد الإعداد)؛ وتخضع النصوص والترجمات والمواد البصرية والصور للقانون عدد 36 لسنة 1994 ولموافقة الأشخاص الظاهرين فيها؛ ويحمي القانون عدد 10 لسنة 2017 المبلّغين عن الفساد.

السياسات ذات الصلة: سياسة التربصات وسياسة الانتداب وسياسة الصور والإعلام (مشاريع بانتظار مصادقة المجلس)؛ وسياسات الحماية والإبلاغ والشكاوى وتضارب المصالح (مُصادَق عليها، الإصدار 1.0).

لا يَعِد المعهد بتأشيرة ولا بقبول في أي مؤسسة ولا بوظيفة ولا بدبلوم أو شهادة معترف بها من دولة، ولا بمستوى لغوي أو مهاري. للاتصال: Contact@tipcs.org، الهاتف الثابت +216 73 553 915.

نداء لتقديم الطلبات، الإصدار 1.0، 8 نوفمبر 2026. تبدأ كل طلبات التقدم من حساب لدى المعهد على www.tipcs.org. لا يَعِد المعهد بوظيفة ولا شهادة ولا تأشيرة ولا قبول. للبالغين فقط (18 سنة فأكثر). معلومات عامة وليست استشارة قانونية؛ يُرجى التثبت من النصوص الرسمية السارية قبل الاعتماد عليها.