

Internship/Volunteer Programme (Unpaid)

Terms of Reference

Organization: UNESCO Bangkok, Asia-Pacific Regional Bureau for Education

Unit: Education for Sustainable Development (ESD) Unit

Timing and duration: As soon as possible. The minimum preferred duration is 3 months and the regulated maximum is 6 months¹

1 Please note that due to office guidelines, interns are not permitted to apply for a paid position within UNESCO Bangkok prior to the lapse of six months following the completion of their internship.

Programme background

Against the backdrop of the UN Decade of Education for Sustainable Development (2005-2014), the ESD Team at UNESCO Bangkok works to support Asia-Pacific Member States, in collaboration with partner UN organizations, CSOs, NGOs, research centres, and others, in their planning, implementation, monitoring and evaluation of ESD initiatives. The UN Decade of ESD envisages a world where everyone has the opportunity to benefit from education and learn the values, behaviour and lifestyles required for a sustainable future and for positive societal transformation. The vision also includes preparing people of all walks of life to plan for, cope with, and find solutions for issues that threaten the sustainability of our planet.

Major Duties and Responsibilities

The unit is seeking prospective intern/volunteer to provide unit-wide support, working under the supervision of the Chief, ESD Unit. Intern will have the possibility of being involved in a range of ESD work. In particular, the successful candidate will contribute to unit's implementation of its programme through the following:

- To assist in the web-based campaign/competition project (namely UNertia) implementation by:
 - Designing and managing the UNertia website (particularly technical part) as well as its SNS such as Facebook, Twitter and Instagram;
 - Drafting and designing project support materials such as announcements for the campaign and competition, including materials for partners, and presentations about the project;
 - Organising the meeting with potential partners, particularly from the private sectors in Asia-Pacific;
 - Supporting monitoring and evaluating of the project, including designing format of the final report, gathering and analysing project information.
- To assist in research, analysis and drafting of policy, advocacy, and other materials related to Disaster Risk Reduction education and to climate change education;
- To assist the organisation of meetings, training workshops, forums, conferences, exhibitions and liaise with external partners;
- Other relevant tasks as required and directed by the chief of ESD Unit.

Specific roles and responsibilities will be determined through consultation between the successful candidate and the supervisor according to programmatic need and the skills, aptitudes and interests of the intern/volunteer.

Learning opportunities during the course of the internship

Depending on the tasks performed and duration of the internship, after the assignment the incumbent will be able to:

- understand trends and some in-depth issues concerning education for sustainable development in the Asia-Pacific region;
- conduct research related to sustainable development issues and good practices on climate change, disaster risk management, etc.
- assist in the promotion and communication of the unit's activities in the region, especially UNertia, through improved website content.
- gain practical knowledge about the role of UNESCO and the entire UN system, as well as other international institutions in promoting international and regional development and cooperation.

Desired academic background and skills :

Education: Bachelor's or Master's Degree in Education, Social Sciences, Environmental Sciences, International Relations, or related field with a view towards sustainability.

Language: Excellent written and spoken English.

Experience: Relevant work experience in education or sustainability field in a similar function is an advantage; UN, international organisation or NGO experience is an advantage; Sound knowledge of education and sustainability issues in the Asia-Pacific region and ability to contextualise ESD in Education is an advantage.

Others: Excellent computer skills in basic office software tools (e.g. Word, Excel, Power Point and Outlook), analytical with sound judgement and capacity to follow-up on issues independently with minimal supervision, ability to work well in a dynamic team environment; excellent communication, drafting and writing skills in English.

Application process

Interested candidates should submit as soon as possible or by Friday, 29 August 2014 at the latest:

- a covering letter outlining your interest in undertaking an internship within ESD (including a tentative start date and length of stay);
- a completed application form (accessible from: <http://www.unescobkk.org/internship-programme-and-volunteers/>);
- a resume/CV (optional); and
- a writing sample related to your thematic programme area of interest in English (minimum 2 pages).

Materials may be submitted either by hard copy or email to:

Chief, Director's Office

UNESCO Bangkok

920 Sukhumvit Road, Klongtoey

Prakanong, Bangkok 10110, Thailand

E-mail: intern-volunteer.bgk@unesco.org

With copy to Email: esd.bgk@unesco.org

Due to the volume of applications, only short-listed candidates will be contacted. An informal interview may be required.