

Volunteer / Internship (Unpaid) **Natural Sciences Sector, UNESCO Bangkok Office**

Terms of Reference

Organization: UNESCO Bangkok Office

Sector: Natural Sciences Sector

Duration: 4 - 6 months full time

Area: Science Education and Man and the Biosphere (MAB) Programme, International Hydrological Programme (IHP) / Global Climate Change

Organizational Context:

Since 1961, UNESCO Bangkok, the Asia-Pacific Regional Bureau for Education in addition to its function as Cluster Office for the six “Mekong” countries, Thailand, Myanmar, Lao PDR, and Singapore, and indirectly through UNESCO country Offices in Hanoi and Phnom Penh, promotes peace and human development through education, sciences, culture, communication and information. The Natural Sciences Sector at UNESCO Bangkok Office organizes its activities under: Ecological and Earth Sciences, Water Sciences, Basic and Engineering Sciences and Science Policy.

Description of Duties:

Under the supervision of the Programme Specialist in the Natural Sciences Sector, UNESCO Bangkok Office, the intern will be responsible for contributing to the management of programmes and projects.

Responsibilities will include:

1) Facilitate programme management

- Research on Science education in Mekong Cluster and assist Programme Specialist in the development of new programmes/projects focused on Science Education in General and other Natural Science Sector strategic themes
- Explore and build partnerships with Government counterparts and relevant civil society organizations
- Support Natural Science Sector and national counterparts in preparation of project-based international capacity building training / workshops
- Take on additional responsibilities as required

2) Facilitate knowledge management

- Build awareness of trends in natural sciences in Mekong Cluster of Southeast Asia and contribute to Natural Science Sector knowledge development through collection and analysis of international and domestic media
- Assist in drafting reports for newsletters and create, maintain professional Sector website
- Participate in other public outreach activities, and develop promotional materials including project brochures press briefings and other documents as necessary
- Participate in conferences and meetings representing UNESCO Natural Science Sector and presenting when required

Results/Expected Output:

- Capacity building for project stakeholders on relevant Science education in Mekong Countries
- Develop and maintain effective communications and publicity effects of the project
- Formulate tangible deliverables of projects such as workshop volumes and training materials that would be distributed and implemented in subsequent times

Qualifications/Requirements:

- Master's degree in Natural Sciences or other relevant fields
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Ability to prioritize and to work under pressure and meet deadlines
- Demonstrates integrity by modelling the UN's values and ethical standards
- Must be a strong team player with good interpersonal skills
- Strong computer skills in Word, Excel, PowerPoint, Outlook and Internet research
- Fluency in English is essential, Chinese language skills a substantial advantage

Competencies:

Corporate Competencies:

- Demonstrates integrity by modelling the UN's values and ethical standards
- Promotes the vision, mission, and strategic goals of UNESCO
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favouritism

Functional Competencies:

- Knowledge Management and Learning
- Promotes a knowledge sharing and learning culture in the office
- In-depth knowledge on development issues
- Ability to advocate and provide policy advice
- Actively works towards continuing personal learning and development in one or more priority areas, acts on learning plan and applies newly acquired skills
- Substantive knowledge of UN conventions and their mechanisms.

Development and Operational Effectiveness

- Ability to lead strategic planning, results-based management and reporting
- Ability to lead formulation, implementation, monitoring and evaluation of development programmes and projects, mobilize resources
- Ability to lead implementation of new systems with regard to UNESCO monitoring and evaluation