

Intern (Unpaid) Terms of Reference

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

Unit: Section for Educational Innovation and Skills Development (EISD) / Higher Education Team

Duration: 6 months¹

Start: From 1 April 2021 – 1 September 2021

Application Deadline: 22 March 2021 by midnight Paris Time

Programme background

The Section for Educational Innovation and Skills Development (EISD) at UNESCO Bangkok promotes innovation in education and contributes to the capacity development of education systems in order to provide equitable, quality, relevant and technology-enabled lifelong learning and skills development opportunities for all towards sustainable development and peace in Asia and the Pacific.

As the only UN agency with a mandate in higher education, UNESCO has a unique role to play in building national capacities for quality higher education and research. To do so, UNESCO Bangkok conducts policy-relevant research, interactive capacity-building events, and shares lessons learned with partners in 46 countries throughout Asia and the Pacific. Most of all, UNESCO aims to ensure equal access for all women and men to affordable and quality higher education, as SDG4-Education 2030 clearly states in target 4.3. For more information, please see the UNESCO Bangkok website: <https://bangkok.unesco.org/theme/higher-education>

Main tasks and assignments

Under the authority of the Director of UNESCO Bangkok and the direct supervision of the Chief of Section for Educational Innovation and Skills Development, the incumbent shall perform the following work assignments:

1. Support the development of the new portal and virtual workspace of the Asia-Pacific Network of National Information Centers (APNNIC)
2. Collect and analyze relevant trends on the internationalization of higher education throughout the region;

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.

3. Support event management including preparing UNESCO to co-host the *Tokyo Convention Committee on the Recognition of Higher Education Qualifications in the Asia-Pacific and First APNNIC Plenary in October 2021*;
4. Provide support for other projects related to the implementation and monitoring of the development of national qualification frameworks, quality assurance and the ratification of the Tokyo Convention;
5. Support contact database management and virtual outreach to raise the visibility of UNESCO Bangkok's work in higher education, including developing and circulating new website content and promotional materials for Asia and the Pacific.

Expected Learning Outcomes

Upon the Completion of the assignment, the intern will have:

- Acquired knowledge about UNESCO's mandate in higher education and its role in implementing the Education 2030 Framework for Action;
- Gained solid knowledge about higher education development in Asia-Pacific, especially about the development of qualifications recognition in the area;
- Acquired skills to communicate and coordinate effectively with colleagues in a multi-cultural and international setting;
- Strengthened skills to organize and coordinate events and ensure effective network management.

Required Qualification

Education: For internship position, candidates must be enrolled in relevant graduate/post-graduate programme at the time of application OR recently graduated within the last 12 months from relevant graduate/post-graduate programme at the time of application.

Subjects: Education, social science, international affairs or relevant majors.

Language skills: Excellent command of English in both writing and speaking.

Competencies and skills:

- Ability to work effectively in a multicultural setting;
- Excellent communication skills;
- Ability to multi-task and work independently on delegated tasks;
- Excellent computer skills in basic office software tools.

HOW to apply

1. **Submit an online application** through: <https://en.unesco.org/careers/internships> and;
2. After the online application, **send an email to eisd.bgk@unesco.org** with your CV and personal statement as attachments. Please indicate on the email subject for the positions you are applying : **"Application for Internship Programme (EISD-HE)."**