



## **TERMS OF REFERENCE**

### **INTERNSHIP**

<b>POST TITLE:</b>	<b>Intern</b>
<b>AGENCY/PROJECT NAME:</b>	<b>United Nations Population Fund</b>
<b>COUNTRY OF ASSIGNMENT:</b>	<b>Thailand</b>
<b>Starting Date/Duration:</b>	<b>March – June 2016</b>

#### **1) GENERAL BACKGROUND**

The United Nations Population Fund (UNFPA) has supported Thailand on their reproductive health and population and development programmes for more than forty years. UNFPA works with the Royal Thai Government, non-government organizations, academic and civil society in advancing the goals of the [International Conference of Population Development \(ICPD\)](#) and the [Millennium Development Goals \(MDGs\)](#). The areas of focus in Thailand are on: improving access to the integrated reproductive health services, prevention of HIV/AIDS, enhancing data collection and use for development, and response to emerging population issues.

In the past forty years, UNFPA Thailand Country Office accepted numbers of university students from Thailand and aboard as the interns and assigned them to conduct research for studies on UNFPA related issues. The topics or issues assigned to interns are those of co-interests between the organization and interns. Results from researches and studies as well as interactions with interns have creatively and effectively assisted the programme to explore more views on the issues.

For more details on UNFPA internship policy please visit:

<http://th.one.un.org/UNJobs/index.html>

#### **2) OBJECTIVES OF THE ASSIGNMENT**

UNFPA Thailand Programme offers university students, students in a similar educational programme or university graduates the opportunity to acquire direct exposure to the work of UNFPA. It is intended to complement primarily development-oriented studies or studies in related fields with practical experience.

By working under the supervision of a UNFPA staff member, interns may gain a more profound understanding of United Nations development assistance, especially in the field of population and development, reproductive health, HIV/AIDS and in advocacy.

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In 2016, UNFPA is looking for four interns for the four specific areas include:

1. Internship for Communications;
2. Internship for Knowledge Management;
3. Internship for Partnerships and Resource Mobilization;
4. Internship for Population and Development; and
5. Internship for Youth Engagement and Empowerment

### **3) SCOPE OF WORK**

As specific assignment with agreed timeframe with supervisor, the intern will be responsible for:

1. Assigned task(s) within the respected time-frame and under supervision
2. Regular update and follow-up with supervisor on the assigned tasks
3. Contribution of new thoughts and innovation to Thailand Country programme to work on its mission and strategies.
4. Report(s) on tasks assigned to team at least two times during the internship.
5. Any other tasks as assigned by Representative.

Specific assignment on each task will be discussed and agreed before the internship contract signed.

### **4) DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL**

The duration of the internship should be at a minimum of two months, which may be extended. The total duration should not exceed six months, but exceptions may be permitted if this is in the interest of UNFPA.

The internship will not be remunerated.

Duty station is Bangkok.

### **5) REQUIREMENTS**

The background of any applicant for an internship should be matched with the requirements of the programme. Interns should meet the following requirements:

- Active enrolment in or recent completion of a university or equivalent degree in Economics, Social Sciences, Public Health, International Relations, Political Sciences or related field;
- Interest in the field of development;
- Demonstrable skills in analytical thinking, communication, and research;

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- Written and spoken proficiency in English;
- Proficient computer skills and knowledge of automated systems;
- Strong organizational, communication and interpersonal skills with ability to work under pressure within an international setting;
- Ability to perform a variety of administrative tasks.

## 6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The intern will work under the assigned supervisor and primary supervision of the Country Representative, UNFPA Thailand Country Office.

Interested candidate should submit curriculum vitae with photo and UNFPA Internship application form together with a cover letter to [Thailand.office@unfpa.org](mailto:Thailand.office@unfpa.org) by 29 February 2016.

28 January 2016

