Volunteer / Internship Position Announcement

Terms of Reference

Date issued: 11 April 2017

**Functional Title:** Outreach and Partnership Officer

**Organizational Section:** Culture Unit, UNESCO Bangkok

**Contractual Status:** Volunteer / Internship agreement (unpaid)

**Duration:** 4-6 months

**Deadline for Applications:** Until the position is filled

**Report to work:** As soon as possible

**Program Background:**

In today’s interconnected world, culture’s power to transform societies is clear. Its diverse manifestations – from our cherished historic monuments and museums to traditional practices and contemporary art forms – enrich our everyday lives in countless ways. Heritage constitutes a source of identity and cohesion for communities disrupted by bewildering change and economic instability. Creativity contributes to building open, inclusive and pluralistic societies. Both heritage and creativity lay the foundations for vibrant, innovative and prosperous knowledge societies.

UNESCO is adamant that no development can be sustainable without a strong culture component. Its mandate is to promote the pivotal role of cultural heritage and creativity as a means of achieving sustainable development and peace. For this purpose, it has adopted a three-pronged approach: it spearheads worldwide advocacy for culture and development, while engaging with the international community to set clear policies and legal frameworks. At the country-level, it works to support governments and local stakeholders to safeguard heritage, strengthen creative industries and encourage cultural pluralism.

UNESCO Bangkok’s Culture Unit works with the Members States in the Mekong cluster (Lao PDR, Myanmar, Thailand, Singapore and indirectly Cambodia and Viet Nam) to carry out its mandate through the effective implementation of UNESCO cultural conventions and the integration of culture in the sustainable development agenda. The Unit implements a wide range of activities at the regional, cluster and national levels, including strengthening the management of cultural and natural heritage, safeguarding intangible cultural heritage, fighting illicit trafficking of cultural properties, protecting underwater cultural heritage, promoting intercultural dialogue and supporting creativity, innovation and the emergence of dynamic cultural sectors.

In order for the Unit to effectively carry out its diverse and complex tasks, it collaborates closely with a wide range of stakeholders including government, bilateral and multilateral organizations, civil society, private sector and individuals. The intern / volunteer will support the systematization and strengthening of the outreach and partnership aspects of the Unit, in order to achieve the overall goals and objectives of the culture program.
Main tasks and assignments:

The volunteer / intern will work under the supervision of the Chief of Culture Unit and in close coordination with other members of the culture team to perform the following assignments:

- Revamp and maintain webpage of the culture unit using Drupal platform;
- Identify potential partners for the implementation of the culture program in the cluster and regional levels and assist in following up with the partners;
- Provide support in developing presentations, speeches, news articles, reports, as well as proposals and concept notes for new projects;
- Represent Culture Unit in the office-wide Public Information and Outreach Taskforce;
- Other tasks as assigned by the Chief of Unit.

Learning opportunities during the course of the internship / volunteer assignment:

- Gain practical knowledge on the role of the UN and other international organizations in supporting member states in implementing UNESCO cultural conventions and in the implementation of cultural programs and projects at the national, cluster and regional levels;
- Gain practical experience in developing and maintaining communication and outreach materials that target a wide range of stakeholders from the Government and private sectors, as well as the public;
- Gain practical experience in establishing and strengthening partnership with a diverse range of partners;
- Be a part of a dynamic team while having opportunities to implement the tasks independently.

Qualifications:

- Experience in at least one of the areas of communication, outreach and partnership building;
- Experience in a combination of these areas will be an advantage;
- Native or near-native level of spoken and written English;
- For internship position, candidates must be enrolled in a graduate/post-graduate program.

Application process:

To apply, interested candidates should submit as soon as possible the following:

1. A completed internship or volunteer application form. The form can be downloaded from [http://www.unescobkk.org/internship-programme-and-volunteers/](http://www.unescobkk.org/internship-programme-and-volunteers/)

2. A covering letter outlining your interest in undertaking the Volunteer/Intern and your relevant experience to the assignment (please specify your tentative start date and length of stay)

3. A resume/CV.

The application should be submitted by email to intern-volunteer.bgk@unesco.org

with a copy to: culture.bgk@unesco.org