UNESCO Bangkok’s Education Policy and Reform (EPR) Unit launched the Secondary Education Policy Research in Asia (SEPRA) in 2006, which aims to develop a regional knowledge base on secondary education (SE) and to provide practical resources and tools to help Member States undertake policy analysis and design SE reforms.

SEPRA is seeking an intern/volunteer to work closely with the responsible Programme Specialist and assist the team in the implementation of different components of the project. In particular, the successful candidate will contribute to the project through the following:

- Prepare texts, tables and figure using the data/information provided by the national consultants, and compile them into Secondary Education Country Profiles following the model;
- Update the statistical information in the Country Profiles as new datasets are released by the source;
- Provide assistance to the preparation of sub-regional Secondary Education Profiles
- Conduct website search and prepare a set of suggestions to revise/improve the Secondary Education Regional Information Base;
- Provide assistance to the preparation and implementation of workshop(s) organized by the team /Unit, including preparation of working documents and logistical arrangements;
- Prepare contents for SEPRA website and update information regularly (training in TYPO3 application will be provided)

Duration of Work:

Minimum 2-3 months, maximum 6 months.
Options for a starting date can be further discussed.

Qualification/Requirements:

- Background and/or strong interest in education within the context of international development, knowledge in education policy and planning an asset;
- Experience in educational research;
- Excellent written and spoken English;
- Proficiency in Microsoft Office Suite (including Excel);
Internship/volunteership is unpaid, and as such, the cost of travel to and from Bangkok as well as accommodation is borne by the intern or sponsoring institution. Basic insurance is provided by UNESCO. The internship can be applied to fulfill the requirements of a university degree (pending faculty/departmental approval). Professional guidance in completing the above mentioned tasks will be provided through UNESCO staff. A workspace, telephone, and personal computer will be provided.

Interested candidates, please send a cover letter and CV to:

Miki Nozawa  
Programme Specialist  
EPR Unit, UNESCO Bangkok  
920 Sukhumvit Road  
Bangkok 10110  
Fax No: (66-2) 391 0866  
Email: epr@unescobkk.org

As there is no deadline for submission, candidates will be considered as applications arrive. Please also see the UNESCO Bangkok’s EPR Unit’s Website at http://www.unescobkk.org/education/epr/ or the project website http://www.unescobkk.org/education/epr/sepra/ for more information on the project.