Internship (Unpaid)
Terms of Reference

Organization: UNESCO Bangkok, Asia-Pacific Regional Bureau for Education
Unit: Education Policy and Reform (EPR) Unit
Timing and duration: As soon as possible, however, internships for the first half of 2014 will also be considered. The minimum preferred duration is 3 months and the regulated maximum is 6 months¹

Programme background
The mission of the Education Policy and Reform (EPR) Unit is to promote policies and strategies that will improve education systems in countries of the Asia-Pacific region. In so doing, EPR works to enhance the sector-wide coherence of education policy design and explicitly focuses on cross-cutting issues such as improving the quality and relevance of learning and reaching marginalized populations.

EPR serves a ‘knowledge production and management’ function for the region on education policy, management and pathways to society and economy, with a specific focus on learning, including in non-cognitive areas. This also involves efforts in relation to educational development in post-conflict and post-disaster (PCPD) situations as well as peace education. EPR is organized into four thematic programme areas:

   (i)   Sector planning and management;
   (ii)  Quality of education, focussing on curriculum, pedagogy and assessment;
   (iii) Skills development and TVET; and
   (iv)  Education research and foresight.

For more detail about the thematic areas, please consult: http://www.unescobkk.org/education/epr/.

EPR’s work is delivered through three key functions: i. analytical work (to build evidence), ii. knowledge management (to support policy reforms and dialogues), and iii. in-country policy review and support. Upstream work, such as policy advice and technical assistance for national education policy formulation, planning and reform, is provided with a sector-wide perspective, including beyond primary/basic education and in such critical areas as the overall quality of education and skills development for the world of work. EPR’s work is guided by inclusive and gender-sensitive approaches to education policy-making.

Main tasks and assignments
The unit is seeking prospective interns to provide unit-wide support, working under the supervision of a Programme Specialist. Interns will have the possibility of being involved in a range of EPR work, beyond the primary thematic area. In particular, the successful candidate/s will contribute to unit’s implementation of its programme through the following:

   • assisting in the compilation, consolidation, and preparation of analytical reports and papers, including by providing language editing;
   • supporting in the update and improvement of the unit’s websites;
   • providing administrative and logistic support for EPR programme implementation as needed; and
   • contributing to implementing other EPR programme tasks as required.

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.
Specific roles and responsibilities will be determined through consultation between the successful candidate and their supervisor according to programmatic need and the skills, aptitudes and interests of the intern.

**Learning opportunities during the course of the internship**

Depending on the tasks performed and duration of the internship, after the assignment the incumbent will be able to:

- understand trends and some in-depth issues concerning education policy, planning and management in the Asia-Pacific region;
- conduct policy research in the context of an international organization, with a particular focus on comparative analysis;
- assist in the promotion and communication of UNESCO Bangkok’s work in the region through improved online content, as well as gaining practical experience in the use of website content programs; and
- gain practical knowledge about the role of the UN and other international institutions in promoting international and regional development and cooperation.

**Desired academic background and skills**

- Background and/or strong interest in education in the context of international development.
- Masters or equivalent level studies in a related field, including education, public policy, or finance (strong undergraduate candidates will be considered).
- Strong research and analytical writing skills.
- Proficiency in Microsoft Office including Excel. Proficiency in statistic software applications like SPSS would be an advantage.
- Familiarity with website programming languages and content management systems such as Typo3 would be an advantage.
- Excellent written and spoken English. Regional language skills in addition to English also an advantage.

**Application process**

Interested candidates should submit as soon as possible or by Friday, 31 January 2014 at the latest:

- a covering letter outlining your interest in undertaking an internship within EPR (including a tentative start date and length of stay and a preferred thematic programme area);
- a completed application form (accessible here);
- a resume/CV (optional); and
- a writing sample related to your thematic programme area of interest in English (minimum 2 pages).

Materials may be submitted either by hard copy or email to:

Chief, Administration and Finance Unit  
UNESCO Bangkok  
920 Sukhumvit Road, Klongtoey  
Prakanong, Bangkok 10110, Thailand  
E-mail: adm.bgk@unesco.org

With copy to Email: epr.bgk@unesco.org

Due to the volume of applications, only short-listed candidates will be contacted. An informal interview may be conducted.