

United Nations Development Programme

Regional Centre in Bangkok
Serving Asia and the Pacific



PER 262/5(1)

20 August 2010

To: All Staff of UNDP and Related Offices
All UN Agencies in Bangkok

From: David Allen
Chief of Operations

Subject: **Vacancy Announcement**

Please find attached a Vacancy Announcement for the following post:

Intern (Capacity Development), UNDP Asia-Pacific Regional Centre

Interested candidates should submit a curriculum vitae and UNDP internship application form along with a cover letter clearly stating the position **by 29 August 2010** to hr.thailand@undp.org.

Please visit <http://www.undp.or.th/aboutus/jobs.html> for more details.



TERMS OF REFERENCE

INTERNSHIP

POST TITLE:	Intern (Capacity Development Team)
AGENCY/PROJECT NAME:	Capacity Development Team in UNDP Asia-Pacific Regional Centre
COUNTRY OF ASSIGNMENT:	Thailand
STARTING DATE/DURATION:	ASAP (6 Weeks)

1. GENERAL BACKGROUND

The UNDP Asia-Pacific Regional Centre (APRC) was established in November 2004 as a regional thematic knowledge hub. The APRC provides policy advisory, program and knowledge services to 25 UNDP Country Offices in the Asia-Pacific region in the areas of Democratic Governance, Conflict Prevention & Recovery, Energy & Environment, Capacity Development, Information and Communications Technology for Development, and Management Services.

Capacity Development (CD) is critical for achievement of the Millennium Development Goals (MDGs) and, more generally, for long-term economic and societal development. The development of capacities is necessary to utilize development finance efficiently and effectively for human development ends. However, capacity development is much more than supporting training programs and the use of national expertise. It also must include response and support strategies for accountable leadership, investments in long term education and learning, strengthened public systems and voice mechanisms between citizen and state, and institutional reform that ensures a responsive public and private sector that manages and delivers services to those who need them most. As a means towards reaching development outcomes, capacity development is articulated as the overarching contribution of UNDP in the *2008-2011 Strategic Plan*.

Further information about the work of the Capacity Development Team at APRC can be found at:

<http://regionalcentrebangkok.undp.or.th/practices/capacitydevelopment/index.html>

2. OBJECTIVES OF THE ASSIGNMENT

The intern will carry out the editing of existing CD video footage, provide support in updating the CD Team's knowledge platforms, and knowledge products.

3. SCOPE OF WORK

1. Support to the development of a narrative video on CD

- The CD team has gathered video footage (interviews, video proceedings of workshops and events) related to CD work in the Asia region and is interested in editing this footage into a short narrative film (10-15 minutes). The CD Intern will be asked to support this editorial process, which is likely to include making a record of existing footage, developing a concept note for the film, inputting substantively to the script of the film, and supporting the editorial process.

2. Support to the development of a compendium of existing CD knowledge products of the CD team

- The CD team is interested in developing a brochure or compendium that highlights and records the knowledge products that have been developed since 2009. This may be a print brochure or perhaps an online compendium; the CD Intern will be asked to work with the team to produce this brochure/manual.

3. Support to the management of the CD team's Teamworks pages and the Asia Pacific CD Community of Practice (CoP)

- The Asia-Pacific CD Community of Practice (CoP) is managed by lyris, an email based system and Teamworks at <http://teamworks.beta.undp.org/pg/groups/97442/asiapacific-capacity-development-cop/>; the CD Intern will be asked to upload documents in Teamworks, and regularly monitor the lyris list of the CoP.

4. DURATION OF THE ASSIGNMENT AND DUTY STATION

The internship will be for a period of 6 months.

The internship will not be remunerated.

The duty station is Bangkok.

5. REQUIREMENTS

- Current enrollment in a masters program (or equivalent) in International Development or related area of study (Public Policy, Economics, International Relations, etc.);
- Demonstrable skills in analytical thinking, communication, and research;
- Experience in publishing, editorial work, communications, film/video, and web-based applications;

- Excellent writing and editing skills in English are essential;
- Fully proficient in all major computer applications relevant to the position;
- Ability to work in a multicultural setting;
- Familiarity with UNDP or the UN system is an asset.

6. PROVISION OF MONITORING AND PROGRESS CONTROLS

The Capacity Development (CD) Intern will report to the CD Practice Leader. Other members of the CD team of UNDP APRC may provide supervision on specific assignments and projects, as appropriate.

Deadline for submission of applications is **29 August 2010**. Interested candidates should submit the following documents:

- Cover letter
- Curriculum vitae
- UNDP internship application form

The UNDP internship application form can be downloaded at:

<http://regionalcentrebangkok.undp.or.th/whatsnew/jobs.html#internships>

Application should be submitted by e-mail to hr.thailand@undp.org.
Only short listed candidates will be notified.

PLEASE NOTE: There is no guarantee of a fulltime employment on the completion of internship.