

## **TERMS OF REFERENCE FOR INTERNSHIP**

**Organizational Unit: Private Sector Partnerships Service (PSP)**

**Job Title: PSP Administrative Intern**

**Duty station: Bangkok, Thailand**

**Duration of the internship: 15 September – 31 December 2020**

**Expected start date: As soon as possible**

### **Background information/Organizational Context**

Private Sector Partnerships Service for Asia Regional is located in Bangkok, Thailand with the Regional Bureau for Asia and Pacific. PSP in Asia operates in eight countries which are Thailand, Korea, Japan, China (Beijing and Hong Kong), Malaysia, Indonesia, Philippines, and Australia. Regional team consists of six people and the other 12 people are outposted from Headquarter. The intern will support the Senior Administrative Associate for Asia Regional on various tasks related to administration.

Undertaking this internship, the intern will learn how the administration within UN works, and how important it is to do recording and archiving of institutional data. These knowledges will help him/her grow professionally in the near future.

An internship will initially be granted for a minimum period of two months and may be extended up to eight months provided that the eligibility criteria continue to be met. The benefits that the intern will receive are annual leave of 1.5 days per month and food & transportation allowance will be provided based on 30 calendar days.

### **Duties and Responsibilities**

The intern will work under guidance and supervision of Senior Administrative Associate. The responsibilities will include:

- Maintain the filing system and ensure they are in accordance to the organization's requirement
- Maintain up-to-date records of the movement of number of Fundraisers
- Review inventory record (remaining quantity, material maintenance, etc)
- Documentation tasks (filing, organizing, checking documents)
- Assist the manager to review the recruitment documents for affiliate personnel.
- Ensure all documents are in order and systematically filed
- Contribute to the development and use of automated filing system

### **Minimum qualifications required**

- Be a recent graduate or current student in a graduate/undergraduate school programme from a university or higher education facility accredited by UNESCO.
- Have completed at least two years of undergraduate studies in a field relevant or of interest to the work of the Organization.
- Fluent in both Thai and English
- Have a strong organization and project management skills
- Demonstrate a genuine desire to learn and develop
- Be able to take the initiative when tasks require independent working
- Be proficient in standard MS Office applications (Outlook, Word, Excel, etc)
- Be available to work full time (40 hours per week) for at least a period of two months

### **How to apply:**

Please submit 1) your Motivation Letter, 2) UNHCR Personal History Form

Indicating position title in the subject line and send the email to: [THAROPSP@unhcr.org](mailto:THAROPSP@unhcr.org)

UNHCR Personal History Form can be downloaded from:

[https://www.unhcr.or.th/sites/default/files/u11/P11\\_UNHCR.docm](https://www.unhcr.or.th/sites/default/files/u11/P11_UNHCR.docm)

**Vacancy start date: 28<sup>th</sup> August 2020**

**Vacancy closing date: 31<sup>st</sup> October 2020**