



We are pleased to announce the following vacancy:

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VACANCY NO: VA JID 2414  
CLOSING DATE: The closing date is Wednesday, 18 September at 17:00 hours Bangkok time  
POST TITLE: Communication Intern for UNFPA APRO  
CATEGORY: Internship Agreement  
DUTY: Bangkok, Thailand  
STATION:  
DURATION: ASAP - 31 December 2024 (with a possibility to extend to a maximum period of 6 months)

UNFPA Asia and the Pacific Regional Office in Bangkok is offering internship opportunities as below details.

## Terms of Reference

### Communication Intern for the UNFPA Asia-Pacific Regional Office

**Job title:** Intern  
**Location:** UNFPA, Asia-Pacific Regional Office, Bangkok, Thailand  
**Full/Part-time:** Full-time (approximately 40 hours per week)  
**Duration:** ASAP - 31 December 2024 (with a possibility to extend to a maximum period of 6 months)

#### The Position:

Under the direct supervision of the Regional Communications Adviser at UNFPA's Asia-Pacific Regional Office (APRO) the intern will support the Regional Communications team to coordinate APRO campaigns, create and edit editorial content for the web, engage with digital audiences and track analytics. They will also support content planning, event coordination and provide logistical and administrative communications assistance.

A work-plan with achievements for the duration of the Internship and learning opportunities will be agreed upon. Periodic progress meetings will lead to a beneficial environment for the Intern enhancing their skills and capacity in areas related to UNFPA's mandate and OSQA/PD.

#### About UNFPA and How You Can Make a Difference:



UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA's strategic plan (2022-2025), reaffirms the relevance of the current strategic direction of UNFPA and focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices. These results capture our strategic commitments on accelerating progress towards realizing the ICPD and SDGs in the Decade of Action leading up to 2030. Our strategic plan calls upon UN Member States, organizations, and individuals to "build forward better," while addressing the negative impacts of the COVID-19 pandemic on women's and girls' access to sexual and reproductive health and reproductive rights, recover lost gains and realize our goals.

UNFPA is seeking candidates that transform, inspire and deliver high impact and sustained results. We seek interns who are exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in programme results.

#### **You would be responsible for:**

- Assisting in the coordination of UNFPA APRO's three priority campaigns (Humanitarian/Climate Change, Population Ageing, and Ending Gender-Based Violence) and ICPD30 communications ongoing).
- Updating the UNFPA APRO website, uploading publications, press releases, human-interest stories, and vacancies.
- Managing and updating media lists and internal mailing lists to ensure accurate and current contact information.
- Providing logistical and administrative communications support for on-the-ground activities in Thailand as part of the regional and global agenda.
- Assisting in copy editing blogs and articles to maintain high editorial standards and consistency in messaging.
- Collecting information from country offices on upcoming content to keep the content planner and social media planner updated.
- Monitoring UNFPA's digital performance across platforms and producing monthly analytics reports.
- Providing additional communications support as needed, including research, organizing files, and assisting with digital event coordination.

#### **You Have:**

#### **Your Education:**

Applicants to UNFPA's internship programme must at the time of application meet one of the following requirements:



- A. Be enrolled in a postgraduate degree programme (such as a master's programme, or higher);
- B. Be enrolled in the final academic year of a first university degree programme (such as bachelor's degree or equivalent);
- C. Have recently graduated with a university degree (as defined in (A) and (B) above) and, if selected, must start the internship within one-year of graduation;
- D. Be enrolled in a postgraduate professional traineeship programme and undertake the internship as part of this programme.

#### **Your Experience:**

- Some experience in working with development agencies, including in volunteer capacity.
- Fluency in English. Knowledge of other languages is an asset.
- Strong analytical and writing skills.
- Initiative, sound judgment and demonstrated ability to work harmoniously with staff members from different national and cultural backgrounds

#### **Learning Elements:**

Upon completion of the assignment, and depending on its duration, the Intern will gain the following knowledge assets:

1. Increased understanding of the UNFPA and the Programme Division within UNFPA
2. Understand the UNFPA mandate and policies, including regional set-up
3. Understand and familiarize with UNFPA Governance and Executive Board
4. Understand UNFPA programme design and delivery mechanisms
5. Understand the dynamics of operational and programme support and communications to the field, and at the level of HQ
6. Learn UN technical language, working procedures, and coordination mechanisms
7. Write and formulate substantive documents
8. Network with UN colleagues
9. Work experience as a team member in a multicultural setting

#### **Financial Aspects:**

Interns do not receive a salary or any other form of remuneration from UNFPA. The costs associated with an intern's participation in the programme must be assumed either by the nominating institution, which may provide the required financial assistance to its students, or by the students themselves, who will have to meet living expenses as well as make their own arrangements for accommodation, travel and other requirements. However, they receive a stipend to help cover basic daily expenses related to the internship, if not financially supported by any institution or programme, such as a university, government,



foundation, or scholarship programme. The amount of the stipend varies according to the duty station. In addition, applicants must have medical insurance for the duration of the internship. Proof of insurance will need to be submitted before the internship begins. UNFPA does not provide medical insurance for interns.

### **How to Apply**

Candidates should submit the following documents:

- CV (please provide information about education and work experience in details)

All the above documents must be sent by e-mail to [vac-robangkok@unfpa.org](mailto:vac-robangkok@unfpa.org).

Please quote the Vacancy number JID 2414 UNFPA APRO. **The deadline for application is 18 September 2024 at 17:00 hours, Bangkok time.**

UNFPA will only be able to respond to those applications in whom UNFPA has a further interest.

UNFPA provides a work environment that reflects the values of gender equality, teamwork, respect for diversity, integrity and a healthy balance of work and life. We are committed to maintaining our balances gender distribution and therefore encourage women to apply.

Notice: There is no application, processing or other fee at any stage of the application process. UNFPA does not solicit or screen for information in respect of HIV or AIDS and does not discriminate on the basis of HIV/AIDS status.

Issue date: 11 September 2024