Volunteer / Internship Position Announcement

Term of Reference

UNESCO Bangkok ICT in Education

Inclusive Quality Education Section

**GENERAL INFORMATION**

**Duration:** 3-6 months (from 1 March 2020)

**Location:** Bangkok, Thailand

**Organizational Unit:** UNESCO Bangkok, Section for Inclusive Quality Education (IQE)

**DESCRIPTION OF THE INTERNSHIP**

**Background:**

The Section for Inclusive Quality Education (IQE) is one of the two education sections of UNESCO Bangkok that aims to enhance UNESCO Member States’ capacity to provide equitable, inclusive and quality basic education for all in the Asia-Pacific region. IQE is responsible for six programme areas, namely (i) Education 2030 regional coordination, (ii) education planning and management, (iii) basic education from early childhood to the secondary level, (iv) inclusive education and gender equality, (v) quality of education, and (vi) HIV prevention and health promotion. In line with UNESCO’s global strategy, IQE is emphasizing gender mainstreaming, inclusion and equity in all of its programmes.

The ICT in Education programme supports 46 Member States in harnessing the potentials of ICT to facilitate the achievement of the Education 2030 (Sustainable Development Goal 4 or SDG4) targets. The Programme envisions facilitating the achievement of SDG4 through mainstreaming ICT-enabled innovations in education at all levels, encompassing formal, informal and non-formal settings.

**Main tasks and assignments:**

Working under the supervision of the Team Leader for Education Planning and Management, and Chief of Section Inclusive Quality Education (IQE), the intern will mainly be associated with the programme work on ICT in education within Education Planning and Management, but will also have the possibility of being involved in a range of work within the IQE section. Tasks foreseen include the following:

- Assist in various activities in relation to the *Enhancing National Capacity to Foster Digital Citizenship Education in Asia Pacific* project, the *ICT to Facilitate SDG4 in South Asia* project, and other ongoing projects, specifically:
  - Search for relevant country data, policies and programmes, resources and/or tools for ICT Competency Standards for Teachers workshops and related events;
  - Compile or update project country progress within the online Guidelines for ICT-CST and assist with website accessibility;
  - Conduct research in support of ICT in Education Master Plan policy development;
Review the development of and content updates to the ICT in Education Policy Planning Guide and Financial Planning for Technology in Education online modules;

- Assist in various activities in relation to the Women e-nspire Culture project, specifically:
  - Contribute to the planning and organization of various communications material including brochures, videos, social media posts, op-ed articles, etc.;

- Contribute to the development of project activities in Northern Thailand and provide suggestions as to how to expand to and improve activities in other countries in Asia-Pacific.

- Assist in preparations for regional conferences organized or supported by ICT in Education/IQE;

- Participate in regular or ad-hoc ICT in Education/IQE meetings, conferences and related events and provide necessary assistance; and

- Provide administrative and logistical support for ICT in Education programme implementation as needed.

**REQUIRED QUALIFICATIONS**

**Education:** Advanced degree or currently enrolled in post-graduate studies (Master’s and above)

**Subjects:** Education, Educational Technology, International Development, Education Policy, Information and Communication Technology or other relevant fields. Specialization in education policy research and technology use in education in developing countries would be an advantage.

**Language skills:** Excellent English language proficiency.

(Advantageous) Writing and speaking proficiency in Thai

**Competencies and skills:**

- Ability to work in a multicultural environment
- Effective planning and organization ability
- Proficient in the use of Microsoft office productivity software
- Advantageous: Experience with WordPress

**EXPECTED LEARNING OBJECTIVES**

At the end of the internship/volunteer period, the intern/volunteer will be able to:

- Contribute to the production or enhancement of relevant research tools and reports/briefs to support evidence-based policy-making and programme implementation;

- Demonstrate how technology can be used to enhance the impact of ICT in Education’s projects through communication materials, online platforms and social media;
• Conduct research and synthesize data collected on various ICT in Education issues (including regional, sub-regional and national policy issues, teacher and student competencies) in the Asia-Pacific; and

• Apply strategies that contribute to effective conference and workshop facilitation to achieve the objectives of various capacity-building and knowledge-exchange activities organized by UNESCO.

**ADDITIONAL INFORMATION**

• The assignment will entail programme and project administration and management support. The intern will be expected to learn and acquire basic knowledge and skills in handling UNESCO’s internal administration through on-the-job training and other tailored training opportunities.

**HOW TO APPLY**

To apply for this internship:

1. **Submit an online application** through: [https://en.unesco.org/careers/internships/candidatures/](https://en.unesco.org/careers/internships/candidatures/) and;

2. After the online application, **send an email to ict.bgk@unesco.org** with your CV and personal statement as attachments no later than **26 February 2020**.