

### **Public Information Intern/Volunteer**

**Duration:** 6 months (minimum 3 months)

**Availability:** Immediate

**Duty station:** Bangkok, Thailand (on-site)

**Sector/Unit:** Public Information and Outreach (PIO) Team, Executive Office (EO)

**Supervisor:** Rika Yorozu, Head of Executive Office

#### **Overview of the function of the post:**

The Public Information and Outreach (PIO) Team of the UNESCO Bangkok Office helps shape the Organization's public image, communicate its mission to public, and generally raise the Organization's visibility in Asia and the Pacific through media and communications outreach, publications, and posts destined for the website and social media. PIO supports the communications goals of all units across the Organization's areas of competence in Asia-Pacific. PIO works with programme units to prepare overall communications strategies, develop messaging and communication goals, and implement strategies through appropriate media and regional partners. As a central team operating under the Executive Office, PIO fields regular requests from colleagues for communications-related support around initiatives, publications and campaigns. PIO oversees the UNESCO Bangkok website and social media channels, ensuring that content is engaging for all UNESCO's stakeholders, including external audiences.

#### **Main tasks and assignments:**

Under the overall guidance of the Head of Executive Office, the intern/volunteer will work closely with all PIO team members to support our communications development and implementation. In particular, the incumbent will contribute through the following tasks:

- Assist in production of outreach materials, including web articles related to education, the sciences, culture and communication;
- Assist in the preparation of Monitoring Reports for PIO and carry out media monitoring;
- Assist in translating relevant content and materials from English into Thai and vice versa;
- Assist in gathering information for communications and outreach purposes;
- Assist in events for communications and outreach purposes.

#### **Required qualifications:**

##### **Education**

- Currently enrolled in relevant graduate/post-graduate programme in journalism, public relations, language studies or related fields OR recently graduated within the last 12 months from relevant graduate/post-graduate programme at the time of application.
- If you have graduated for more than 12 months or if you have completed an undergraduate degree, you can apply as a volunteer.

##### **Language**

- Proficient in English and Thai with excellent written and oral communication skills in both languages

**Competencies and skills:**

- Experience studying, working or volunteering in journalism, communications, public relations, English/Thai translation, graphic design and/or related fields
- Strong computer and IT skills, with proficiency in office software; working knowledge of graphic design and social media is desirable
- Capacity for independent problem solving, creativity, and innovation
- Ability to communicate and work effectively, sensitively, and efficiently in a multicultural context

**Learning opportunities:**

- Attain first-hand knowledge about UNESCO and the work it does in the region;
- Gain practical experience related to public information, communications and translation, including professional, first-hand experience in international-standard editing, stylistics, and writing protocols;
- Gain experience working in a multi-cultural environment and communicating with people from many different backgrounds;
- Improve knowledge about development of education, the sciences, culture and media in the region.

**How to apply:**

Interested candidates should send a cover letter, CV and three writing/translation samples to [pio.bangkok@unesco.org](mailto:pio.bangkok@unesco.org) by 2 October 2022 (Midnight Bangkok time).

\*\* A letter to certify internship/volunteer can be issued upon successful and satisfactory completion.

\*\* This position is unpaid. Intern/Volunteer does not have to come to the office every day

\*\* For more info about UNESCO Bangkok Office: <https://bangkok.unesco.org/content/unesco-bangkok>