



TERMS OF REFERENCE

INTERNSHIP

POST TITLE:	Intern (United Nations Inter-Agency Project on Human Trafficking - UNIAP)
AGENCY/PROJECT NAME:	UNIAP Thailand office, 12 th Floor, Block A, Rajadamnern Nok Ave.
COUNTRY OF ASSIGNMENT:	Thailand
Starting Date/Duration:	1 April 2010 (minimum 3 months, maximum 6 months)

1) GENERAL BACKGROUND

The UN Inter-Agency Project on Human Trafficking (UNIAP) was established in June 2000 to facilitate a stronger and more coordinated response to human trafficking in the Greater Mekong Sub-region (Cambodia, China, Lao PDR, Myanmar, Thailand and Vietnam). UNIAP Thailand works in four objectives;

- 1) To support governments in instituting effective multi-sectoral approaches to combat human trafficking;
- 2) To maximize the UN's contribution to the overall anti-trafficking response;
- 3) To facilitate optimal allocation and targeting of anti-trafficking resources;
- 4) To continue to play a catalytic role in the anti-trafficking response by identifying and supporting special projects to address new and emerging issues.

2) OBJECTIVES OF THE ASSIGNMENT

The intern will assist UNIAP staff in translation, coordination and other administrative assistance with the scope of work as described below.

3) SCOPE OF WORK

The intern will be responsible for:

1. Liaising and networking with the Project's partner organizations, including local NGOs, UN agencies, government, private-sector and civil society;
2. Oral translation from Thai to English and vice versa in interviews and meetings. Written translation from Thai to English and vice versa when required;
3. The coordination of the project, including the setting up of meetings, taking minutes, assisting with communications and presentations, and systematic filing;

4. Assist UNIAP Thailand team to establish a research working group and the identification of key research needs for Thailand;
5. Assist UNIAP Thailand team in organizing the UN working group and inter-agency working group meetings on trafficking in persons where they exist, including providing agenda briefings and taking minutes;
6. Assist UNIAP Thailand team in co-organizing the Mascot Design Competition for anti-human trafficking event with concerned agencies.
7. Review current literature on key trends and common routes for human trafficking in Thailand and assist UNIAP Thailand team in undertaking anti-trafficking advocacy and networking and supporting research;
8. Provide administrative support and other assistance as needed and mutually agreed.

4) DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

The internship will be for a period 3 to 6 months, beginning 1 April 2010.

The internship will not be remunerated.

Duty station is Bangkok, and may be required to travel within Bangkok on specific assignments. Any such travel will be compensated, in accordance with the prevailing UNDP rules and regulations.

5) REQUIREMENTS

- Current enrollment in a master degree, preferable in development, international relations, social sciences, law, humanities, international business, economics, or related fields.
- Excellent command of English and Thai language, both verbal and written.
- Strong communications skills and editing experience.
- Strong interpersonal skills and ability to work with government, NGOs, civil society and with a cross-cultural office team.
- Ability to work unsupervised, show initiative, and practice effective time-management in a busy office environment.
- Knowledge of the human trafficking sector and/or Thailand is an advantage.
- Research experience and/or willingness to do research-related work. A capacity to undertake multidisciplinary research (for example, in human trafficking, migration, public policy, law, sociology) is preferred.

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The intern will work under the primary supervision of National Project Coordinator of UNIAP-Thailand office (Dr. Ratchada Jayagupta).

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

Please send your updated CV and application form to hr.thailand@undp.org

Deadline for Application: 28 February 2010