

**United Nations High Commissioner for Refugees (UNHCR)  
Regional Office for South-East Asia**

**Vacancy Announcement No.008 /2019  
Internal/External Circulation**

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| <b>Position Title:</b><br>Intern for Private Sector Partnership (PSP)<br>Fundraising Support Unit | <b>Post Level:</b><br>Internship          | <b>Date Issued of the Vacancy Announcement:</b><br>23 April 2019     |
| <b>Post No.:</b><br>-   | <b>Report To:</b><br>Head of FSU          | <b>Closing Date of the Vacancy Announcement:</b><br>7 May 2019       |
| <b>Section:</b><br>Private Sector Partnerships Service (PSP), Regional Office in Thailand         | <b>Duty Station:</b><br>Bangkok, Thailand | <b>Contractual Status:</b><br>Internship Agreement<br>(3 – 6 months) |

**Availability of the Internship** 1<sup>st</sup> of June 2019

**Food & Transport allowance:** approximately THB 20,000 per month

**Duties and Responsibilities**

We are seeking a dynamic and proactive team player, with a strong interest in design and data management, to complete a six-month internship within PSP Fundraising Support Unit. The FSU internship is located in Bangkok, Thailand but will provide desk-based support for all colleagues in FSU:

- Redesign and restructure the Fundraising Support Unit SharePoint Site ready for the move to SharePoint365
- Liaising with each team to gather content and agree on layout;
- Designing brand compliant templates for all procurement activities (including guidance notes and examples);
- Re-designing the contract repository so that it is more accessible to colleagues;
- Building an online (SharePoint) Procurement plan, with a dedicated form colleagues can complete to add their planned procurement projects;
- Re-designing the SharePoint Capacity Building site to create an engaging, easy to use space where colleagues can find everything they need in relation to trainings, workshops and skill shares. This will include creating an accessible calendar that shows all capacity building events, including webinars and smaller workshops;
- Redesign and prepare quarterly newsletters for unicorn (salesforce) and Capacity Building updates includes:
- Creating an engaging and easy to update template that is brand compliant;
- Liaising with the relevant colleagues for content and images within the set deadlines;
- Collating and following up on any feedback to ensure colleagues take action or respond to any suggestions or comments;

**Education**

- Be a recent graduate (completed studies within one year) or current student and have completed at two years of undergraduate studies
- Possess a university level degree in Computer Science, Computer Engineering, MIS or related field

**Qualifications required**

- Have strong MS Office and design skills
- Basic knowledge of MS SharePoint is required
- Have excellent communication skills

- Fluency in written and oral English is required
- Demonstrate a genuine desire to learn and develop
- Be flexible, team-player
- Be able to take the initiative when tasks require independent working
- Be creative
- Be passionate about the refugee cause

Please submit 1) your Motivation Letter, 2) UNHCR Personal History Form, and 3) Curriculum Vitae indicating the vacancy announcement number and position title to: [THAROPSP@unhcr.org](mailto:THAROPSP@unhcr.org)

UNHCR Personal History Form and supplementary forms 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) ,  
[https://www.unhcr.or.th/sites/default/files/u11/P11SUP\\_UNHCR.docm](https://www.unhcr.or.th/sites/default/files/u11/P11SUP_UNHCR.docm)

Applications will not be acknowledged. Only the successful candidate will be notified the outcome of the selection process.