**Internship: Multi-Media and Digital Archives Internship**

**Level:** Intern

**Duration:** 120 Days

**Deadline for application:** NO

**Duty Station:** Bangkok, Thailand

1. **Background**

UNFPA’s Asia and the Pacific Regional Office (APRO) was established in July 2008 in Bangkok, Thailand, and provides a key link between UNFPA’s organization-wide vision, strategies, policies and analyses, on one hand, and the needs of the region and programme countries therein, on the other.

APRO provides leadership in positioning the agenda of [the International Conference on Population and Development (ICPD)](http://www.unfpa.org/public/home/sitemap/icpd/International-Conference-on-Population-and-Development/ICPD-Summary) at the forefront of poverty reduction and development strategies, policies, and debates throughout the region. It coordinates, oversees, supports and monitors the work of UNFPA’s [23 country offices in Asia and the Pacific](http://asiapacific.unfpa.org/public/cache/offonce/pid/2350;jsessionid=830BF1EF4C915688B22360E072D1B59B.jahia01), as well as Sub-Regional Offices in Suva and Kathmandu, aiming to strengthen the implementation of the ICPD Programme of Action and the Millennium Development Goals (MDG) according to national priorities.

The Regional Office also facilitates advocacy and policy dialogue to generate the political will and financial resources needed to achieve the goals of the ICPD Programme of Action, which emphasizes the integral links between population and development, focusing on meeting the needs of individual women, men and young people. The ICPD agenda underpins UNFPA’s work globally, and APRO is responsible for developing and maintaining strategic partnerships and regional networks to ensure broad ownership of the agenda in the region. This includes facilitating the exchange of knowledge and working to improve the quality of result-based management. In order to effectively implement and communicate its programming, APRO develops several knowledge management products, as well as manages an active web-site and social media presence.

1. **Overview of the Internship**
2. **Purpose**

APRO is seeking an intern to review, compile and catalogue its extensive multi-media collection. These resources will be used to further develop communication and knowledge management products.

1. **Objectives**

* Organize and confirm the accuracy of metadata and edit metadata using various databases and the internet;
* Catalog photographs, screening video, shot listing, providing metadata, and indexing photographs and video etc… and ensure upload into a digital asset management system to facilitate retrieval and use in production;
* Working with APRO staff, evaluate photographs and video for archiving, research digital assets rights issues, and maintain quality control of archiving operations;
* Document gaps in APRO’s digital media collection.

1. **Scope of Work**

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| **Deliverables** | **Timeline** |
| Catalogue of APRO digital media and uploaded into an agreed digital management platform | **115 Days** |
| List of gaps in APROs’ digital media collection and highlight digital assets rights issues | **5 Days** |

1. **Qualifications and Technical Requirements**

* Studying for a degree in Library Science, Communications or related field, Master’s degree in Library Science or Archiving preferred
* Strongly prefer candidates with experience and academic interest in digital archives and knowledge of, and interest in, history, current events and public health
* Must be detail-oriented and able to handle multiple tasks simultaneously
* Excellent English skills
* Excellent computer skills including typing, online searching, and database experience and strong knowledge of all Microsoft Office applications

1. **Work Setting**

The primary work setting would be the UNFPA Asia Pacific Regional Office in Bangkok, Thailand

**Technical Guidance and Oversight**

The consultant will be under the immediate supervision of the Communications Specialist with support from the Regional Programme Specialist.

**How to apply**

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| The interested candidates should submit the following documents:   1. Filled Application Form <http://asiapacific.unfpa.org/resources/internship-application> 2. A completed CV or the United Nations Personal History (P 11)   <http://www.unfpa.org/resources/p11-un-personal-history-form>  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 1603 UNFPA APRO”.**  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. |