**Internship: Librarian Internship**

**Level:** Intern

**Duration:** 90 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 small library, web-site and social media presence.

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

APRO is seeking an intern to enhance its existing library by cataloguing its physical and digital libraries (publications, gray literature), developing digital reference tools and conducting research. The resources developed during the internship will be used to further develop communication and knowledge management products.

1. **Objectives**

* Cataloguing publications in the physical library of UNFPA Asia Pacific Regional Office (APRO);
* Managing the small APRO physical library and hard-copy inventory system;
* Cataloguing digital publications and other materials;
* Designing web resources and information with the support of APRO staff;
* Compiling subject bibliographies and ensuring access to technical publications;
* Developing digital reference tools for technical and programme advisors;
* Research on subjects as requested by technical and programme advisors.

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.
* Have knowledge of international standards on cataloguing, classification schemes and indexing tools.
* Have experience in literature, documentation and archival research.
* 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 intern will be under the immediate supervision of 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 1604 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. |