

INTERNSHIP TERMS OF REFERENCE

I. IDENTIFICATION OF THE POST

Title:	Intern
Sector of assignment:	Security Analysis and Operations
Organizational unit:	UNDP Regional Security Office
Country and Duty Station:	Bangkok, Thailand
Internship duration:	6-9 months
Supervisor's name:	Tomislav Condic
Supervisor's title:	Regional Security Adviser, Asia and the Pacific

II. CORPORATE BACKGROUND:

UNDP works in about 170 countries and territories, helping to achieve the eradication of poverty, and the reduction of inequalities and exclusion. We help countries to develop policies, leadership skills, partnering abilities, institutional capabilities and build resilience in order to sustain development results.

UNDP is working to strengthen new frameworks for development, disaster risk reduction and climate change. We support countries' efforts to achieve the new Sustainable Development Goals, which will guide global development priorities through 2030. The key 2030 Agenda principle of leaving no one behind and stamping out inequality is at the core of everything we do.

UNDP focuses on helping countries build and share solutions in three main areas:

- Sustainable development
- Democratic governance and peacebuilding
- Climate and disaster resilience

In all our activities, we encourage the protection of human rights and the empowerment of women, minorities and the poorest and most vulnerable.

III. INTERNSHIP OFFICE BACKGROUND:

Recognizing the importance of gender equality and the empowerment of women, the disparity in access women have to career development opportunities, networks and mentors in the field of International Security, and aiming to contribute to the UNDP's Strategy for Gender Parity, the Regional Security Office for Asia and the Pacific (RSO-RBAP) is committed to promote female talent to continuing substantial learning and professional development in a sector traditionally dominated by men.

The Bureau for Management Services (BMS) is the UNDP's central Bureau tasked with the development of corporate strategies, policies, tools and systems in key cross-cutting management areas. The BMS

supports the achievement of development results through management advice, innovative business solutions, and other corporate services. The Service Delivery Model adopted by BMS aims to provide more integrated, effective, and customer focused services; delivering improved management services in the areas of Legal Support, Procurement Oversight, Information Management and Technology, Consolidated Transactions, Sourcing and Operations, and Security.

The UNDP Security Office is a client-oriented Centre of Excellence for Security Risk Management, focusing on high-quality, timely and effective support and advisory services, helping clients to assure an environment for safe programme delivery. The Security Office is responsible for providing effective Security Risk Management advice and support at all levels (HQ, Regional, Country Office and Project), within the overall UN Security Management System, thereby enabling security of UNDP operations, programmes, and personnel globally.

The Security Office Intern – Security Analysis and Operations – will work within the structure of the UNDP Regional Security Office for Asia and the Pacific, researching and monitoring the security situation in the region, contributing to maintaining security information awareness of all aspects which could potentially affect the safety and security of the UNDP personnel and operations in field environments.

The UNDP RSO RBAP internship provides an exciting opportunity for candidates interested in enhancing their understanding of: i) mandates and operations of the United Nations Development Programme in its efforts to provide support for achieving SDGs; ii) Corporate Security Risk Management Systems, specifically the UN Security Management System; iii) processes of security analysis, threat and risk identification and security management strategies in complex environments; iv) planning and implementing strategic process and security policy.

III. DUTIES:

The intern will assist in the following duties and responsibilities:

No	Duties and responsibilities	% of time
The intern will work under the overall supervision of the Regional Security Adviser in supporting the management of open source information relevant to security, and management of operations related activities. Duties may include, but are not limited to the following:		
1	Knowledge Management and Research: <ul style="list-style-type: none"> Performing comprehensive, and accessible unclassified research of online media and other open sources of information, daily situation reports, incident reports, its collation, analysis, drafting advisories and dissemination; Providing timely and accurate information on current conflicts and security threat warnings directly to RSO decision makers; Maintaining up-to-date knowledge of events relating to the security environment; Developing security advisories for corporate clients in the Asia Pacific Region; Developing topic and strategic assessments on trends of security threats in the region; 	50 %
2	Security Operations Management: <ul style="list-style-type: none"> Monitoring security incident trends that affect UNDP personnel, assets and operations; Monitoring UN security policy implementation and crisis preparedness; 	30 %

	<ul style="list-style-type: none"> Adjusting developed information on threats and trends of security incidents to changes in the operational security environment; Supporting Emergency Response and Crisis Management situations; Drafting situation and operational reports, lessons-learned reports; 	
3	Security Coordination: <ul style="list-style-type: none"> Liaises and coordinate activities with partner organisations and counterparts; Attending conferences and meetings where relevant, providing meeting minutes, outcome notes, briefings and profiles; Support team events and training workshop; Performing other related duties as assigned. 	20 %

IV. REQUIREMENTS AND QUALIFICATIONS

Education:

Candidates must meet one of the following educational requirements:

- Student enrolled in a graduate school programme (equivalent, or higher);
- currently enrolled in a Master's degree; or
- have graduated with university degree or equivalent, no longer than one year from graduation of university, master's degree or equivalent studies.

Field of study: Asian Studies, International Political Economy, Politics and International Relations, International Relations, Peace and Security, International Security Studies, Strategic Studies, Interdisciplinary studies, Military studies, Police studies, or any equivalent studies.

Experience:

- Experience in data collection and analysis in the field of social sciences;
- Strong command of English;
- Proficient writing and communication skills, for a range of different audiences and media;
- Experience working collaboratively in a team structure in a multicultural environment.

IT skills:

- Knowledge and a proficient user of Microsoft Office productivity tools;
- Knowledge of mapping, information systems and information management data bases is an asset.

Language skills:

- Excellent communication skills, and writing capabilities in English, with proven ability to take complex ideas and messages and communicate them effectively and creatively to a multitude of stakeholders and audiences;
- Speaks and writes clearly, concisely and effectively
- Knowledge of other UN languages is an advantage.

Other competencies and attitude:

- Interest and motivation in working in an international organization;
- Excellent analytical skills, good research skills and a solid understanding of international political/security/economic developments and trends;

- Identifies priority activities and assignments;
- Outgoing and initiative-taking person with a goal-oriented mind-set;
- Communicates effectively when working in teams and independently;
- Good in organizing and structuring various tasks and responsibilities;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Responds positively to feedback and differing points of view;
- Consistently approaches work with energy and a positive, constructive attitude;
- Attention to details;
- Ability to work under pressure and stressful situations;
- Remains calm in stressful situations.

V. INTERNSHIP CONDITIONS

- UNDP internships are not remunerated. All expenses connected with the internship will be borne by the intern or her/his sponsoring entity;
- UNDP accepts no responsibility for costs arising from accidents and/or illness or death incurred during the internship;
- Interns are responsible for obtaining necessary visas and arranging travel to and from the duty station where the internship will be performed;
- Interns are not eligible to apply for, or be appointed to, any post in UNDP during the period of the internship;
- Interns must provide proof of enrolment in health insurance plan;
- Interns are not staff members and may not represent UNDP in any official capacity;
- Interns are expected to work full time but flexibility is allowed for education programmes;
- Interns need to obtain financing for subsistence and make own arrangements for internship, travel, VISA, accommodation, etc.