

# UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

## Regional Office in Bangkok

### *AD HOC* Internship Programme



### General Information and Conditions

#### 1. Objective / Purpose:

The UNIDO internship programme was established to promote a better understanding of the Organization's goals and objectives and, at the same time, to give interns an insight into how UNIDO solves problems confronting developing economies in the area of industrialization. Interns gain practical experience of UNIDO's activities and can conduct research on items of direct relevance to UNIDO's work. The programme also gives interns the unique opportunity to learn and develop skills and competencies on the job while providing valuable support to an Organizational unit in its day-to-day work.

#### 2. Application procedure:

Applicants are asked to fill out the application form attached below.

Applications for the *UNIDO Regional Office Bangkok (ROBKK)* must be endorsed by a nominating authority (part II of the application form), such as a university, college or Permanent Mission accredited to UNIDO. Please note that such an endorsement acts as a recommendation of the candidate, but does not imply a financial liability on the part of the nominator.

Applications must be completed and submitted no earlier than 6 months and no later than 3 months before the start of the intended period to the following address:

**UNIDO Regional Office in Bangkok**

5th Fl. Dept. of Industrial Works Building

57 Phrasumen Road, Banglamphoo

Pranakorn, Bangkok 10200 Thailand

Tel.: +662-280-8691

Fax: +662-280-8695

Or as a scanned copy by email to: [office.thailand@unido.org](mailto:office.thailand@unido.org), with a copy to [Mr. Pornpoj AKKARNVANICH](mailto:Mr.Pornpoj_AKKARNVANICH) at [p.akkarnvanich@unido.or.th](mailto:p.akkarnvanich@unido.or.th).

We are happy to provide further information if necessary.

**Important:** If the applicant does not receive any response within 6 months the date of

submission, then the application has not been retained.

### 3. Eligibility Criteria:

The following criteria are used to determine eligibility for the Internship programme:

**a. Education:** The applicant is a holder of a first university degree or equivalent **and** is enrolled in an advanced degree programme (second university degree or higher) **at the time of application**. Or if the applicant is pursuing studies within a system where higher **education is not divided into undergraduate and graduate stages**, s/he must have completed at least 3 years of full-time studies at a university towards the completion of an advanced degree.

Individuals may apply up to two years after the completion of their master's or doctorate degree. Applications submitted after that time will not be considered.

**b. Languages:** The applicant must possess a good working knowledge of English. Knowledge of other official United Nations languages (French, Spanish, Arabic, Chinese and Russian) is an asset.

**c. Nationality:** Applicants from member states have priority.

**d. Skills:** The applicant should be able to adapt to an international multicultural environment, have good communication skills and be computer literate (MS Office).

**e. Age:** The applicant should be between 21 and 35 years of age.

**f. Fields of study:** Examples of academic qualifications could be:

- economics, development-oriented industrial policy
- international law, with orientation in investment and technology
- statistics, with orientation in industrial-related indicators
- environmental sciences, orientation in international conventions/protocols
- public and business administration
- social sciences, preferably with a focus on political science/international relations
- chemistry, biotechnology
- engineering, preferably in energy/environment, food processing or agro-related industries
- information science, data processing and database management
- accounting/finance/quality management/trade facilitation

UNIDO ROBKK shall consider on a case by case basis an application whose field of study is complement with its ongoing activities.

### 4. Conditions of Internship:

**a. Expenses:** Interns do not receive any financial assistance. Costs and arrangements for travel, visa, accommodation and living expenses are the responsibility of the interns,

or their nominating or sponsoring institutions (if applicable).

**b. VISA:** Interns are responsible for obtaining the necessary entry visa and arranging their travel to Bangkok. UNIDO ROBKK will assist in preparing and issuing documents required in visa processing.

**c. Medical insurance:** Interns are required to hold valid health/ accident insurance coverage during their internship. UNIDO does not have any responsibility for the medical insurance of the intern or compensation in event of death, injury or illness incurred during an internship.

**d. Travel:** Interns are not permitted to travel on official business during the internship programme.

**e. Duration:** The normal duration of an internship is 3 to 6 months and can be extended to a maximum period of 9 months.

**f. Employment:** This programme is not connected with employment at UNIDO and there is no expectation of such. Interns wishing to apply for regular employment with UNIDO cannot do so during their internship nor within a **three-month period** immediately following the expiration of the internship. The same restriction applies for engagement as an individual expert or consultant.

**g. Termination:** Interns can terminate the internship programme with one-week notice. UNIDO reserves the right to terminate the internship if, in its opinion, the Intern's performance is unsatisfactory or the Intern has failed to comply with the terms and conditions of the Letter of Appointment.

## 5. Claims

The United Nations is not responsible for any third-party claims arising from loss of or damage to property, death or personal injury caused by actions or omission by an intern during his/her internship.

The United Nations is also not responsible for compensation for damage to property or for service-related death, injury, or illness incurred by interns during their period of internship.

## 6. Selection procedure

a. All applications are pre-evaluated by UNIDO ROBKK to determine the suitability of candidates in terms of qualifications and experience.

b. Applications that are given a positive pre-evaluation will be submitted to UNIDO Representative.

c. UNIDO Representative will provide final approval on all internship requests.

d. The tasks of the intern may include (among others):

- assist in project conceptualization, implementation and evaluation such as the preparation of documents, surveys and reports;
- research with regards to the economies as well as economic and environmental policies and programmes of Cambodia, Lao PDR, Malaysia, Myanmar, and Thailand;

- work as a part of the team by providing any additional support needed, attend and participate in regional meetings as well as organize other events relevant to the UNIDO regional office.

e. Details about the contents of the internship may be obtained on request from UNIDO ROBKK.

## **7. Receiving Supervisor Responsibilities and Obligations:**

It is the responsibility of the receiving office to create a working environment favorable to an intern's learning and professional development. The UNIDO Representative shall:

- Prepare prior to the internship, terms of reference describing the content of the assignment and plan interesting, challenging and worthwhile tasks for them;
- Ensure that an intern's assignment is related to his/ her field of study and that an intern is not to be used to perform basic clerical duties. The intern is given the opportunity to gain an understanding of relevant issues at international level by involving them directly in the work of the office and the application of UNIDO policies, programmes and strategies;
- Guarantee that, for the period of internship, the intern should be provided an office with a desk, phone and computer access;
- Observe interns and provide constant constructive feedback throughout the internship period to ensure that the assignments are challenging, rewarding and focused.

## **8. Administration**

**a. First day reporting:** Interns will be requested to report to the UNIDO Representative upon arrival to complete the necessary formalities and to arrange for the issuance of a grounds pass.

**b. Working hours:** The interns will follow the Organization's working hours.

**c. Conduct:** Interns are required to conduct themselves at all times in a manner compatible with their responsibilities as UNIDO interns and in accordance with the "Standards of Conduct of the International Civil Service".

**d. Confidentiality:** Interns must keep confidential any unpublished information acquired during the course of the internship and should not publish any report or paper on the basis of information obtained unless authorized to do so by UNIDO.

**e. Privileges:** Interns are not staff members and therefore not entitled to any privileges and immunities extended by the host country to UNIDO staff members.

**f. Internship report:** At the end of their assignment, interns are requested to provide a maximum two-page summary report, and submit to the UNIDO Representative and UNIDO ROBKK.