



ONE ASEAN  
ONE RESPONSE

## TERMS OF REFERENCE

Internship Title : **Internship for the ASEAN Standards and Certification for Experts in Disaster Management (ASCEND) Project**  
Reporting to : **ASCEND Project Officer**  
Duration : **6 months (between February to August 2023)**

## BACKGROUND

The AHA Centre supports the internship programme with the aim to promote growth and learning opportunities to qualified students. The AHA Centre will offer outstanding and qualified students the opportunity to experience and obtain direct exposure to the organisation's activities.

The intern will have practical experience in various aspects of actual work by supporting a project that involves all ten ASEAN Member States, donor countries, and relevant partners and stakeholders. The intern will be part of the ASEAN Standards and Certification for Experts in Disaster Management (ASCEND) Project Management Team and will work under the supervision of an identified staff member (responsible officer/RO).

## TASKS FOR THE INTERN

Responsibilities:

- Assist in the implementation and management of the ASCEND certification management system, ASCEND microsite, and various ASCEND activities.
- Assist in the administration and logistics support to the ASCEND Project Management Team.
- Assist in the data collection and organisation related to standards and certification system in disaster management at ASEAN region in general and ASCEND pilot country specifically.
- Assist in the knowledge management and communications aspect of the ASCEND project.
- Assist in the various activities of ASCEND implementation as needed.

## EXPECTED OUTPUTS

Throughout the internship, the intern is expected to:

- Develop awareness, understanding, skills and capacity in the areas of project management and communications to support the implementation of the regional project.
- Demonstrate an understanding of professional and ethical practices.
- Develop critical thinking, decision making, and communications skills within a teamwork setting to reach a common goal.
- Submit a formal report on the learning outcome and present the experience at the end of their internship.

## CRITERIA FOR THE INTERN

Candidates for the internship programme are to be selected on a competitive basis. The following qualifications are pre-requisites for the internship:

- ASEAN national who is currently studying in an undergraduate or graduate programme in a recognised higher institution.
- Interested in the field of disaster management, professional certification, capacity building, project implementation, and knowledge management.
- Interested in regional work exposure with individuals from different cultural backgrounds and able to adapt to new environments.
- Advance knowledge and skills in using Microsoft 365 software.
- Proficiency in written and spoken English.
- Knowledge and skills in using software for graphic design and video editing is a plus point.

You may apply by sending the Internship Application Form, along with your resume or curriculum vitae, highlighting your suitability and potential contribution to the organisation to [human.resources@ahacentre.org](mailto:human.resources@ahacentre.org).

Please ensure that the total size of your email, including attachments, is no more than 5 MB.

Application documents should reach us by **15 January 2023**.

The Selection Panel's decision is final, and only shortlisted candidates will be notified. For more information on the AHA Centre, please visit [www.ahacentre.org](http://www.ahacentre.org).

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