



ONE ASEAN
ONE RESPONSE

JOB DESCRIPTION AND QUALIFICATIONS

Job Title:	Intern
Job ID #:	23INTERN35-ASCEND
Division:	ASEAN Standards and Certification for Experts in Disaster Management (ASCEND) Project
Position Base:	Jakarta, Indonesia.
Reporting to:	ASCEND Project Officer
Supervising:	None
Contract Period:	6 months (22 January 2024 to 22 July 2024)
Closing submission:	22 nd November 2023 - 11:45 pm Jakarta local time.

BROAD STATEMENT OF FUNCTION

The ASEAN Standards and Certification for Experts in Disaster Management (ASCEND) is an ASEAN initiative developed to improve and strengthen the capacity of disaster management professionals in the region. It has two components: the ASCEND Competency Standards and the ASCEND Certification. The ASCEND Competency Standards was endorsed in 2017 and currently contains sets of competency standards for five (5) disaster management professions namely Rapid Assessment, Emergency Operations Centre focusing on Information Management, Humanitarian Logistics, Shelter Management, and Water, Sanitation, and Hygiene (WASH).

Complementarily, the ASCEND Certification validates an individual's qualifications and competence against the ASCEND Standards, thus, certified disaster management professionals hold themselves to a high standard of proficiency. This may aid ASEAN Member States and humanitarian organisations to effectively identify competent disaster management professionals in the region.

Currently, the AHA Centre is implementing the ASCEND Project 2020-2024 in collaboration with the Korean National Fire Agency (KNFA) of the Republic of Korea. The project is critical in further developing the ASCEND Programme as the AHA Centre focuses on the development of the certification system including piloting the certification process. For more information about ASCEND, visit <https://ascend.ahacentre.org/>.

The AHA Centre supports an internship programme with the aim of promoting growth and learning opportunities for qualified students. 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.

For this specific internship programme, the intern will be part of the ASCEND Project Management Team and will work under the supervision of an identified staff member (responsible officer/RO). As the project prepares for the ASCEND Certification Pilot Assessments, the intern will support the team in promoting the programme to various disaster management professionals in the region.

PRIMARY RESPONSIBILITIES

Responsibilities:

- Assist in the knowledge management and communications aspect of the ASCEND project, specifically creating content for ASCEND promotional materials.
- Assist in ASCEND document management, including the ASCEND certification system and the ASCEND microsite.
- Provide administrative and logistics support to the ASCEND Project Management Team.
- Assist in the various activities of ASCEND implementation as needed.

Throughout the internship, the intern is expected to:

- Develop awareness and understanding 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 communication 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.

JOB QUALIFICATIONS REQUIREMENTS

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.
- Currently taking a bachelor's or master's degree in communications or related field.
- Interested in the field of disaster management, project implementation, and knowledge management.
- Advanced knowledge and skills in using Microsoft 365 software.
- Proficient in written and spoken English.
- Preferably knowledgeable in using software for graphic design and video editing.

Application process

You may apply by sending the Internship Application Form, along with your resume or curriculum vitae, highlighting your suitability for the internship programme to 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 22 November 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.
