



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 (July-December 2021)**

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 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 team that manages a three-year programme called ASCEND or the ASEAN Standards and Certification for Experts in Disaster Management. The intern will work under the supervision of an identified staff member at the AHA Centre (responsible officer/RO)

TASKS FOR THE INTERN

Responsibilities:

- Assist in maintaining ASCEND certification management system, ASCEND microsite and executing ASCEND communications strategy.
- Provide administrative and logistics support to the ASCEND Project Management Team.
- Collect and organise information related to standards and certification system in disaster management at ASEAN region in general, and ASCEND pilot country specifically.
- Support the knowledge management and development of the ASCEND project;
- Assist in the various activities of ASCEND implementation as needed.

EXPECTED OUTPUTS

Throughout the internship, they are expected to:

- Develop awareness, understanding, skills and capacity in the areas of knowledge 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 INTERN

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

- Bachelors or Master degree student who is currently studying in a recognised higher institution.
- Priority will be given to ASEAN and Korean nationals currently studying in higher institutions in ASEAN.
- Interested in the field of disaster management, certification, capacity building, project implementation, knowledge management.
- Interested in regional work exposure with individuals from different cultural backgrounds and able to adapt to new environments.
- Advance knowledge and skills on using Microsoft 365 software;
- Proficiency in written and spoken English, able to speak ASEAN local languages is preferable.
- 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 CV highlighting your suitability and potential contribution to the organisation to admin@ahacentre.org.

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

Application papers should reach us by **1 July 2021**.

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
