

## Job Profiles of the Interns

### **1. Project on Promoting Non-Violent Communication (NVC) and Responsible Use of Media: Project Intern (02 Placements)**

#### **Requirements**

- ✓ Excellent oral and written communication skills in English.
- ✓ Adequate computer skills (MS Office packages & online conferencing tools).
- ✓ Ability to work under minimal supervision.
- ✓ Excellence in handling multiple concurrent tasks.
- ✓ Ability to function effectively in a team environment inspiring trust and corporation of other team members.

#### **Tasks and Responsibilities**

- i.** Preparation of a documentary related to NVC:
  - a) Identify activities and prepare the budget for the given timeline.
  - b) Coordinate with professionals in the field and conduct knowledge sharing sessions on documentary production.
  - c) Identify the relevant intellectual and human resources for the documentary.
  - d) Conduct independent research to gather relevant information.
  - e) Assist script writing, conduct interviews, take photos and footages for the documentary.
  - f) Preparation of all the relevant documents other than the script.
  - g) Organize activities related to production and post – production of the documentary.
  - h) Conduct feedback analysis and present a report to the department.
  - i) Maintain records relating to financial expenditure.
  
- ii.** Organizing a television program on NVC:
  - a) Identify activities and prepare the budget for the program.
  - b) Study the theoretical background of NVC and contribute towards discussions.
  - c) Watch, study and analyze previous TV programs and brief relevant information.
  - d) Organize and create NVC role plays to be used in the program.
  - e) Maintain effective communication with all the parties involved in production.
  - f) Coordinate all pre-production activities.
  - g) Promotion of the program through official YouTube channel, Facebook page, etc.
  - h) Conduct feedback analysis and produce reports to the Department.
  - i) Maintain records relating to financial expenditure.
  
- iii.** Assist Project Assistant in all other activities/events conducted under the UNDP project whenever needed.

## **2. Eurasia (from Asia) Project on Cultural Linkages Towards an Asian Ideology: Project Intern (02 Placements)**

### **Requirements**

- ✓ Excellent oral and written communication skills in English.
- ✓ Adequate computer skills (MS Office Packages & Online conferencing tools).
- ✓ Ability to work under minimal supervision.
- ✓ Excellence in handling multiple concurrent tasks.
- ✓ Ability to function effectively in a team environment inspiring trust and corporation of other team members.

### **The specific tasks of the positions are;**

- i.** Assist the development of further research collaborations with Japanese institutes.
  - a. Organize and conduct activities related to research initiatives.
  
- ii.** Support to conduct activities related to student exchange programs;
  - a. Study the existing documents, legal background and other requirements.
  - b. Identify specific events and courses to be conducted.
  - c. Maintain effective communication with relevant parties.
  - d. Preparation of required documents.
  
- iii.** Promoting collaborations with Japanese institutes.
  - a. Organize suitable events to promote collaboration with Japanese institutes.
  - b. Prepare the required documents, budgets and maintain effective communication with relevant parties.
  
- iv.** Maintain administrative documents and financial documents appropriately relevant to each specific tasks.
  
- v.** Support activities conducted by the Department of Social Sciences and the project coordinator.