



TERMS OF REFERENCE

Internship SEAMEO RIHED

Assignment Title:	Intern
Duty Station:	Bangkok, Thailand
Expected Working Period:	August-December 2019, Full-time, five days per week

1. Background

SEAMEO RIHED is the Southeast Asian Ministers of Education Organization Regional Centre for Higher Education and Development. The Centre's mission is to advance cooperation, alignment, and development of higher education systems in the region by creating policy platforms, engaging in policy-driven research, and broadening space for information dissemination.

Originally founded as the Regional Institute of Higher Education and Development (RIHED) in Singapore in 1959, the Institute was later reorganised and established in Bangkok, Thailand, in 1993, as a Regional Centre of SEAMEO, hosted by the Government of Thailand in Bangkok, Thailand. Our main activities include training, research and development, and information dissemination with a special focus on advancing cooperation, alignment and development across higher education systems in the region.

SEAMEO RIHED aims to respond to a variety of needs of the 11 SEAMEO Member Countries, promoting the development and harmonisation of higher education in the region through multilateral collaboration of policy platforms and cooperation with partners and university networks. Through our work, we aim to bridge gaps within the region and encourage the freedom of movement and mobility envisaged for regional connectivity between the citizens of all Southeast Asian Nations.

2. Internship Assignment

The Intern will gain the experience in working with an international team at SEAMEO RIHED for the ongoing and upcoming activities, events and projects, especially with the organizing of the Southeast Asian Higher Education (SEA-HiEd) Week on 11-15 November 2019 in Bangkok, Thailand. The SEA-HiEd Week will celebrate the 60th Anniversary of RIHED, the 10th Anniversary for the Asian International Mobility for Students (AIMS) Programme, as well as host the SEA-HiEd Inter-regional Research Symposium and SEA-HiEd Expo. S/he will have the opportunity to gain intercultural skills, learn the role and function of international organization specializing in higher education in Southeast Asia and beyond, as well as enhance their professional skills through the internship.

Under the overall guidance of the Programme Director, the Intern is expected to:

- Help design and prepare information for multimedia materials, including presentations, videos, printed materials and publications
- Help develop content for website and social media
- Facilitate the communication processes within SEAMEO RIHED and with various stakeholders
- Carry out other assigned tasks

3. Requirements and Qualifications

- Enrolled in undergraduate or graduate programme in communications, education, multimedia, graphics design, language or related fields
- Proficiency in using Adobe package, MS Word, Excel, PowerPoint
- Multimedia and graphic skills competency
- Bring your own laptop required
- Fluency in English and good communication skills

Note: Interns will be accepted only upon SEAMEO RIHED's interview and approval.