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| <b>Name of Bureau/Office</b>              | Asia and Pacific Office (Bangkok, Thailand)  |
| <b>Area of Assignment</b>                 | Administration   |
| <b>Location of Assignment</b>             | Asia and Pacific Office (Bangkok, Thailand)  |
| <b>Reporting relationship</b>             | Administrative Officer   |
| <b>Duration of Assignment</b>             | 6 months   |
| <b>Detailed description of assignment</b> | <p>Under the supervision of the Administrative Officer, the intern will be expected to:</p> <ul style="list-style-type: none"><li>• Familiarize him/herself with all aspects of ICAO’s mission and role.</li><li>• Promote and upkeep the ICAO APAC social media platforms.</li><li>• Assist in the development of news stories and corporate/marketing communications messages/materials.</li><li>• Provide proofreading, fact-checking and research support to the officers and staff of the APAC.</li><li>• Suggest edits and link/content revisions on the ICAO APAC public website.</li><li>• Ability to use and manage social media pages such as Facebook, Twitter, and LinkedIn etc.</li><li>• Computer skills and skill in graphic design and Photoshop is an advantage</li></ul>   |
| <b>Educational requirements</b>           | <p>At the time of application, candidates are required to have completed or be enrolled in a graduate degree (second-level university degree or higher) in a field of study related to public information, communications, journalism, Marketing or in related field.</p> <ul style="list-style-type: none"><li>• Applicants pursuing studies in countries where higher education is not divided into undergraduate and graduate stages should have completed at least four years of full-time studies at a university or equivalent institution towards the completion of a degree.</li></ul> <p><b>Language skills:</b></p> <ul style="list-style-type: none"><li>• Essential requirements: Fluent reading, writing and speaking abilities in English and Thai.</li><li>• Desirable requirements: A working knowledge of a second language of the Organization (Arabic, Chinese, French, Russian, or Spanish).</li></ul> |