



ECPAT International Internship Description

Position:	Programme Intern Program against Sexual Exploitation of Children in Travel and Tourism (SECTT)
Location:	Bangkok, Thailand
Duration:	Six months
Reports to:	Head of Programme
Start date:	1 October 2018

Overall Purpose of the Internship

The ECPAT International internship programme is designed to provide an opportunity to the eligible candidates to contribute to and learn about child protection issues, particularly children's rights to live free of sexual exploitation in travel and tourism. Interns are eligible to participate in the ECPAT International Secretariat activities, while expected to carry out the duties assigned to them under the responsibility of the designated manager.

Primary Tasks

- Provide overall support to the Head of Programme and the Manager of The Code
- Assist with membership relations and general enquiries of The Code of Conduct for the Protection of Children from Sexual Exploitation in Travel and Tourism www.thecode.org
- Provide assistance in communication aspects of preventing sexual exploitation of children in travel and tourism (SECTT) including editing and proofreading of the texts in English, maintenance of webpage, social media etc;
- Support implementation of advocacy related work against child sexual exploitation.

Specific Responsibilities

- Responsible for handling the day-to-day operations of the website and social media aspects of ECPAT International's work on child protection in travel and tourism;
- Prepare presentations, handouts, briefing notes, reports etc.;
- Edit research documents and other programme documents;
- Assist in organising ECPAT conferences, workshops, capacity building events etc;
- Compile news for social media, websites and newsletters;
- Support in organizing team meetings, minute taking, and follow-ups;
- Support in the monitoring of work plans and preparation of reports;
- Maintain and update information on external contacts and assist the Head of Programme with representation and external relations;
- Provide administrative support as needed.

Qualifications

- Master's degree in communications, international development, international relations, human rights or other relevant degree;
- Strong communicative skills;
- Good knowledge of WordPress and other computer applications (MS Office, Indesign a plus)
- Ability to work in multi-cultural teams;
- Ability to work independently and under pressure;
- Excellent English writing skills (required proofreading and editing skills)
- Knowledge of Spanish, French or Mandarin is an asset

Internship conditions

A modest stipend of 10,000 Bath/month (around USD 300) will be made available to the intern who is not sponsored by any other organization or institution. All costs related to the internship, i.e., travel, insurance, passport, visa and living costs in Bangkok, are to be borne by the intern or her/his sponsoring institution or organization.

Application process

To apply, please e-mail your CV and cover letter, with your name and the position title "Intern SECTT" in the subject line to vacancy@ecpat.org

For further information on the application process, please visit:

<http://www.ecpat.org/about-ecpat/employment>

Deadline: 7 August 2018

ECPAT International is committed to keeping children safe. The selection process reflects our commitment to the safeguarding of children.