



CONTENT INTERN

Regional Knowledge Platform (RKP) on TVET

About SEAMEO VOCKETCH:

(Southeast Asian Ministers of Education Organisation - Vocational and Technical Education and Training)

SEAMEO VOCKETCH is a semi-governmental organisation set up by the 'Ministries of Education' of eleven nations constituting the ASEAN region. Brunei Darussalam, being its regional centre assists the member countries to identify and solve common problems in Technical Vocational Education and Training (TVET). SEAMEO VOCKETCH enjoys the support of agency partners like Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ), United Nations Educational, Scientific and Cultural Organisation (UNESCO) and National Centre for Vocational Education Research Ltd. (NCVER), along with various academic and technical education institutions, and country partners such as Australia, Canada, China, France, Germany and the United States of America.

About the RKP:

(Regional Knowledge Platform)

RKP is SEAMEO VOCKETCH's most recent project to build an online knowledge management website, which will provide a regional lasting space where TVET stakeholder cooperation and exchanges will be facilitated and consolidated. GIZ-RECOTVET (Regional Cooperation Programme to Improve the Training of TVET Personnel), Regional Association for Vocational Teacher Education (RAVTE), Regional Cooperation Platform (RCP), UNESCO Bangkok, UNESCO-UNEVOC (International Centre for Technical and Vocational Education and Training) and the like are the key partners for this project.

Role Description & Responsibilities:

SEAMEO VOCKETCH is looking for an intern who will assist the content team in fulfilling conceptual and functional tasks with regard to - a) specifically the RKP in the field of international cooperation and technical and vocational education, and b) institutional building and research to support the organisation in general. The thematic focus of RKP lays on TVET in Southeast Asia and beyond, with issues related to the education and training of TVET personnel and/or topics related to the development of TVET standards/curricula.

Main tasks and responsibilities include (but are not be limited to):

- sourcing and developing content;
- conducting secondary research;
- organising meetings and collaborating with our key platform partners;
- marketing, public relations and networking;
- assisting in creating e-learning material (in collaboration with the IT team);
- assisting in strategy development and project management;
- editing and proofreading.

Skills and Qualifications:

Required

The candidate must:

- be a graduate (or advanced undergraduate) with a background in vocational pedagogy, developmental studies, economic and social sciences, information science or any other field of related combination;
- possess high-level social and intercultural competencies;
- is able to work in a team as well as independently;
- is efficient, responsible, goal-oriented and committed to meeting deadlines;
- is a go-getter and fast learner;
- proficient in the English language (written and spoken).

Desirable

Preference will be given to candidates who have practical experience in TVET development & cooperation and online platform development.

Duration and location:

The intern will work at SEAMEO VOCTECH in Brunei Darussalam for a period of three months (six months are preferable). It will commence as soon as possible (commencement date is negotiable).

Compensation:

A partial living allowance will be paid and free accommodation will be arranged at the Guest House of the Centre. The accommodation and office are located in the same building, and cost of living, essentially food and local transport, is affordable in Brunei Darussalam. The candidate is expected to arrange their own travel (return flights).

On completion of the internship, the intern will be given a recommendation/official work experience letter. Apart from working with an international level organization; she/he would also be able to:

- participate in designing international projects and work independently on attributed tasks;
- contribute in the development of SEAMEO VOCTECH's regional services at an international level;
- get to know the various tools used in international/technical cooperation;
- build an online presence with assistance from the IT team in developing her/his online portfolio;
- build networks and connect with Influential persons/organisations within SEAMEO VOCTECH's network;
- identify topics for future research planning such as 'TVET in South East Asia' for post graduate/doctoral studies;
- access training resources at SEAMEO VOCTECH's labs and libraries.

Interested applicants are invited to submit their Curriculum Vitae including details of qualifications and experiences, along with a Motivation Letter and relevant certificates via email to:

The Centre Director
SEAMEO Regional Centre for Vocational and Technical Education and Training
Jalan Pasar Baharu,
Gadong BE 1318
Brunei Darussalam
Fax No: +673 2447955
E-mail: info@voctech.edu.bn

SEAMEO VOCTECH is a women-friendly organisation and women candidates are encouraged to apply. While cultural norms in Brunei Darussalam are given due importance, in recent years, women have started to assume positions of responsibility. Please feel free to contact us, should you have any queries regarding cultural expectations.

Submission deadline for interested applicants is 1st October 2017 (no later than 11:59 pm as per Brunei Darussalam time). However, please note that since we are looking to close this position as soon as possible, preference will be given to candidates applying earlier than the application deadline.

For more information, please visit: <http://www.voctech.org/>