

Terms of Reference:

Intern – ASEAN Program

Location	Remote / Home-based in Jakarta, Indonesia
Duration	1 semester or as appropriate
Supervisor / Manager	ASEAN Program Director
Performance Management and Reporting Framework	as per ASEAN ACT framework
Deadline for application:	30 April 2023

About the role

ASEAN-ACT supports ASEAN member states to increase capacity to implement their ACTIP obligations, in particular those that uphold victim rights. To achieve this, ASEAN-ACT has a work plan of cooperation with ASEAN Member States and relevant sectoral bodies particularly those that implement the Bohol TIP Work Plan and the Plan of Action to counter TIP. The intern will be assigned to and support the program's ASEAN pathway, contributing to the program's outcomes in this area of focus. Open to current students and graduates of relevant fields, the internship will provide an applied experience in international development and the opportunity to work with experts in the field.

About DT Global

[DT Global](#) is an international development managing contractor, working across a wide range of sectors and technical areas in over 90 countries around the world. Together, we bring with us over 60 years of experience, relationships, and technical excellence to better transform lives around the world on behalf of partners, clients and stakeholders.

About the program

ASEAN–Australia Counter Trafficking ([ASEAN-ACT](#)) continues Australia's long running collaboration with ASEAN and its Member States to end human trafficking in the region. The program is a ten-year investment principally working to strengthen the justice sector response to trafficking in persons, while advancing the rights of victims. The program has established new partnerships with allied government agencies, civil society, and business. We engage with all 10 ASEAN Member States in some capacity and have national-level programming in Cambodia, Lao PDR, the Philippines, Thailand, and Vietnam. We are establishing programming in Indonesia, and it is currently on hold in Myanmar.

Program outcomes

The overarching goal that ASEAN-ACT will contribute to is that ASEAN member states have effective justice systems that provide just punishment of traffickers and protect the rights of victims.

Three end-of-program outcomes together contribute to the achievement of this goal by 2028:

1. ASEAN's planning, monitoring and reporting of ACTIP implementation is increasingly effective and advances the protection of victim rights.
2. ASEAN member state justice and related state agencies are increasingly capable of implementing their ACTIP obligations, in particular those that uphold victim rights.
3. ASEAN member state justice and related state agencies' policies and practices are influenced by relevant stakeholders and better aligned with ACTIP, especially in connection to victim rights obligations.

Objectives of Role

The objective of the internship is to provide an applied learning environment for the successful candidate in the following areas:

- International law and cooperation, particularly with respect to regional and international trafficking in persons obligations.
- International development, specifically on a donor-funded program to address a complex and contemporary development challenge such as trafficking in persons; and
- Project management including documentation, liaising with a wide range of stakeholder partners, implementation and monitoring, evaluation and learning activities.

Areas of Responsibility and Reporting

Under the direction of the Program Director - ASEAN, the **Intern – ASEAN Program** will be responsible for the following:

1. Assist in coordination with relevant partners, counterparts and ASEAN-ACT country teams in the implementation of project activities
2. Assist in documentation of activities such as but not limited to preparation of minutes of meeting, summaries, agenda and facilitation plans
3. Support to preliminary analysis and review of documents
4. Assist in monitoring counter trafficking in persons-related affairs and other regional developments
5. Attend and summarise workshops, meetings and conferences and other events
6. Assist in organizing and managing meetings, workshops and conferences involving high-level regional and national stakeholders; and
7. Perform other related duties as requested from time to time.

Successful candidates will submit regular progress updates to the Program Director-ASEAN.

Learning Experiences

To achieve the internship objectives, the successful candidate will be exposed to coaching and mentoring sessions, brown bag exercises, debriefing sessions and other learning experiences. A learning plan shall be agreed upon engagement.

Evaluation

To successfully complete the internship program, an evaluation exercise as agreed upon with the intern shall be undertaken based on a performance-based rubric. As applicable, the successful candidate shall be responsible for liaising with their educational institution for purposes of accreditation and other requirements.

Selection Criteria

Candidates must be:

1. Enrolled in the final academic year of a first-level university degree programme (i.e. bachelor's degree or equivalent) or
2. Enrolled in a graduate school programme or
3. Have recently completed a bachelor or graduate programme in the areas of law, political science, public management, development, international relations, ASEAN studies, or other related humanities and social sciences study.

Essential Experience and Knowledge

- Excellent interpersonal skills and the ability to deal with diverse stakeholders, including ASEAN-ACT team members
- Demonstrated competence and efficiency in achieving tasks on time and according to plan
- Demonstrated ability to develop trust and respect of partners, counterparts and team members
- Strong analytical, verbal, and report writing skills in English; and
- If selected and if applicable, is able to secure the written agreement of their educational institution.

Desirable

- Awareness of general issues around trafficking in persons, including relevant national and international framework
- Evidence of student leadership experience; and
- Excellent academic record.

How to Apply

Send an email to **recruitment@aseanact.org** with:

1. Cover letter stating intention to apply and summary of the 'essential' and 'desirable' selection criteria above
2. Curriculum vitae
3. Favorable recommendation from the Dean or the Head of the educational institution; and
4. The words 'Intern- ASEAN Program' must appear in the e-mail subject.

ASEAN-ACT is committed to achieving workplace diversity in terms of gender, nationality, and culture. Individual from minority groups, indigenous groups, People with a disability, women and ASEAN nationals are strongly encouraged to apply.

All applications will be treated with the strictest confidence.

Due to the expected volume of applications, only candidates under positive consideration will be notified.

Other Information

Amendments to the position's terms of reference may be made during the period of the engagement as required.

DT Global Asia Pacific Pty Ltd is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, colour, religion, sex, sexual orientation, veteran status, gender identity, or national origin. DT Global Asia Pacific Pty Ltd prohibits discriminating against employees and job applicants who inquire about, discuss, or disclose the compensation of the employee or applicant or another employee or applicant.

Our organisation is committed to child protection and safeguarding the welfare of children in the delivery of our international development programs. Recruitment and selection procedures reflect this commitment. We are committed to safety and the prevention of sexual abuse and harassment, child protection and bribery prevention.

We want to engage with the right people to deliver our client programs. As part of our approach you will be subjected to formal background screening, criminal record checks, employment verification, and periodic compliance checks. All our staff receive safety, compliance and safeguards training and are responsible for contributing to a safer working culture.

