

## POSITION DESCRIPTION



**POSITION TITLE:** International Research Intern

**ORGANIZATION:** Burma Link – Mae Sot, Thailand

**REPORTS TO:** International Coordinator

**OVERALL RESPONSIBILITY:** The intern will continuously research new developments, news and publications by Burma Link's partners and other relevant media and organisations. The intern is expected to read a significant amount of reports and other publications to develop an understanding of the situation inside Burma and on the Thailand-Burma border, particularly with regards to Burma's ethnic nationalities and refugees on the border. The intern will assist with interviewing, transcribing, and writing/editing stories and articles for publication. The intern will edit Burmese-English language translations and update Burma Link's website with new publications and posts. Other tasks depend on the intern's previous experience and skills but will include various administrative tasks.

### **KEY RESPONSIBILITIES:**

- Keep up to date information available on the website by continuously researching new publications and developments.
- Keep up to date with report reading and other publications, to gain understanding of the current situation.
- Transcribe interviews and assist with writing stories, articles, and other publications as requested.
- Assist with interviewing as requested.
- Cooperating closely with the International Coordinator, making sure information on the website is correct and up to date.
- Perform other duties as may be requested.

### **JOB REQUIREMENTS – EDUCATION & PROFESSIONAL**

- University degree.
- Strong research and editing skills.
- Basic knowledge of use of social media websites.
- Proficient with Microsoft Office.
- Demonstrated interest in Burma issues.
- Excellent written and oral communication skills in English.
- Knowledge of WordPress and website development is an advantage.
- Knowledge of Burmese & Karen is an advantage.

**JOB REQUIREMENTS – PERSONAL ATTRIBUTES:**

- Integrity and honesty.
- Reliability, and trustworthiness.
- Cultural sensitivity and strong ethics.
- High degree of personal initiative and creativity.
- Capable of working independently and within a team as well as forming strong working relationships with staff and volunteers across the organization.
- Ability to work effectively in a multi-cultural environment.
- Ability to prioritize and manage own time even under pressure.
- Willingness and ability to travel and work outside normal working hours.
- Ability to identify what needs to get done, then willing and able to make it happen with great attention to detail.
- Strong organizational skills and the ability to meet deadlines.
- Passionate about what Burma Link does.

**APPLICATIONS**

This is currently a non-paid volunteer position as Burma Link is fully run by volunteers until funds are available. To be considered for this opportunity, please send your CV and [application form](#) to [office@burmalink.org](mailto:office@burmalink.org).