



Internship

Terms of Reference

Under the under the direct supervision by Director of Cooperation and Project Division, the incumbent will undertake the followings:

1. Data migration and compiling of relevant project documents and materials to the newly developed Project Management and Information System (PMIS), to include but not limited to:
 - project document, annual and mid-year reports (including all years), Project Inception Meeting materials, Project Steering Committee (PSC) Meeting materials;
 - compiling of project related data and thereafter inserting/uploading the data into the PMIS.
2. Editing procedures required in all relevant publications.
 - Provide assistance in editing procedures of all relevant publications within the IM Team;
 - Provide assistance in reviewing the drafts provided by the printing/publication company.
 - Provide assistance in reviewing project related publications that may be conducted by other teams and/or divisions when necessary.
3. Development of promotional articles addressing relevant events and ceremonies of the team to be uploaded in the official website of AFoCO.
 - Draft news articles attached with relevant photos of the said event, ceremony, and/or meeting organized by the team to be uploaded to the official website of AFoCO.
 - Review the feature articles/web stories submitted by each Implementing Agency (IA) and/or fellowship officials and upload them in the official website of AFoCO.
4. Provide assistance in the development and review of project related documents and materials.
 - Provide assistance in drafting Records of Discussions (RoD) or any other meeting materials after relevant meetings and events of the team.
 - Provide assistance in developing project summaries.
 - Provide assistance in reviewing project related documents that are submitted to the team.
5. Perform other duties as assigned by Director of Cooperation and Project Division.