



Consumers International

JOB DESCRIPTION

- Job title:** Paid internship
- Location:** Kuala Lumpur, Malaysia
- Managed by:** Consumers in the Digital Age programme co-ordinator
- Duration:** Six month fixed term contract from October 2013 (exact date negotiable)
- Salary:** RM3500 per month (Malaysian Ringgit)

In addition to gaining experience in an international advocacy organisation, the intern will also have the opportunity to be trained in skills relevant to consumer advocacy.

Main purpose of internship:

To support Consumers International staff in the planning, co-ordination and delivery of activities to mark World Consumer Rights Day (WCRD) 2014 on the topic "Consumers in the Digital Age".

Key responsibilities:

- Support the planning, writing, publication and dissemination of materials to support CI members' participation in WCRD, including sourcing information from CI members and elsewhere, conducting short pieces of research as required, drafting text and arranging publication schedules with CI's communications team.
- Support the delivery of any activities such as Consumers International surveys, publications or events to mark WCRD.
- Take responsibility for ensuring regular communication between all CI offices to plan WCRD and update each other on progress and CI members' plans. This will include arranging times for teleconferences and providing agendas and minutes.
- In the build up to WCRD regularly update the WCRD map on the CI website with CI members' plans. After WCRD ensure records are updated with reports and photographs.
- Monitor and report on media coverage and new media activity for WCRD.
- Support a brief evaluation of activity and impact resulting from WCRD.

The overall work of CI

- Contribute to team meetings as required.
- Assist the Consumers in the Digital Age programme co-ordinator with research, publications, event management, membership liaison and outreach as required.

PERSON SPECIFICATION

	CRITERIA	Criteria Tested At	
		Application	Interview
EXPERIENCE (Desirable)	Experience of working in an office environment in an administrative role.	✓	✓
	Experience of writing for publications or websites.	✓	✓
	Experience of participating remotely in online teams or groups.	✓	✓
SKILLS AND ABILITIES	Fluency in written and oral English.	✓	✓
	Inter-personal, communication and negotiation skills.	✓	✓
	Excellent attention to detail.	✓	✓
	Familiar with standard office software.	✓	✓
	Basic knowledge of HTML and/or Web content management an advantage.	✓	✓
	Ability to manage own workload.	✓	
	Fluency in at least one other language (desirable).	✓	
EDUCATION/ TRAINING	Educated to degree level.	✓	
OTHER REQUIREMENTS	Ability to legally work in Malaysia (CI will assist with visa applications if needed)	✓	
	Commitment to the aims and objectives of CI.		✓
	An interest in the social impacts of new technologies.		✓

September 2013

CI is an equal opportunity employer and encourages applicants to apply irrespective of age, disability, gender, national origin, race, religion or sexual orientation.

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