# INTERNSHIP

**Internship to assist in content management and social media in French for the UNCCD Capacity Building Marketplace**

<table>
<thead>
<tr>
<th>Type of position:</th>
<th>Internship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of positions</td>
<td>One (1)</td>
</tr>
<tr>
<td>Duty station:</td>
<td>UNCCD office in Bonn, Germany</td>
</tr>
<tr>
<td>Languages:</td>
<td>Excellent French and good knowledge of English</td>
</tr>
<tr>
<td>Duration:</td>
<td>A minimum of 3 months, full time (5 days a week)</td>
</tr>
<tr>
<td>Starting date:</td>
<td>01 May 2018</td>
</tr>
<tr>
<td>Application deadline:</td>
<td>15 April 2018</td>
</tr>
</tbody>
</table>

## Background and justification

The UNCCD Capacity Building Marketplace is an effective platform for the collection, storing and sharing of all relevant information and experiences of, and on capacity building within or related to the UNCCD process. This Marketplace is a space and mechanism promoting the most diverse and best opportunities to build and strengthen capacity, and for encouraging development of new pathways and possibilities in this field. It is ultimately a “one-stop shop” on matters relating directly or indirectly to capacity building within the framework of this process.

The Marketplace is an interactive medium where inter alia:

- Diverse opportunities for relevant capacity building are promoted, including opportunities for: Employment (including consultancies), Volunteerism, Internships, Study and Research grants, and Crowdfunding.
- E-learning in matters pertaining to capacity building within the framework of the objectives of UNCCD are pursued;
- Online forums, webinars and trainings are held;
- Synergies with other sustainable development conventions in the area of capacity building are promoted;
- Every section of the public has the opportunity to contribute to the further development and strengthening of capacity building within the framework of the UNCCD process.

In order to ensure the efficacious functioning of the Marketplace, it is essential that it becomes a rich and complete source of information on capacity building as regards the UNCCD process.
Assignment
The intern will perform the following tasks under the direct supervision of the Capacity Building Officer:
- Assist in collecting content in French for the Marketplace, and preparing this for publication.
- Assist in processing applications sent in French by country Parties and other organizations, for the admission of information into the databases on this website.
- Prepare content in French for social media and upload this content for publication.
- Monitor social media for topics relevant for the Capacity Building Marketplace.
- Assist in research for preparing online (e-learning) courses related to Capacity Building within the framework of the UNCCD.
- Develop, implement and administer a concrete project that must be completed by the end of the internship
- Any other duties as decided by the supervising officer that relate to the internship.

Internship Objective and Learning Elements:
Internship objective and teaching/learning elements include inter alia:
- Providing experience and knowledge of the work of the United Nations Convention to Combat Desertification;
- Improving knowledge of the need for and work on capacity building within the framework of the UNCCD process, and similar processes and organizations;
- Enriching experience in doing research and creating content for online communities and knowledge sharing platforms.
- Learning how to develop and management the implementation of a project
- The internship will culminate in the preparation of a report on the findings, resulting from the above-mentioned research.

Expected Qualifications/Skills
To qualify for an internship with the United Nations Internship Programme, the following conditions must be met:

Applicants must meet one of the following requirements:
(a) be enrolled in a graduate school programme (second university degree or equivalent, or higher);
(b) be enrolled in the final academic year of a first university degree programme (minimum Bachelor’s level or equivalent); or
(c) have graduated with a university degree (as defined above)

Candidates, who are selected, must commence the internship programme either prior to graduation or within one year of graduation from an academic programme as described above.
Applicants who are unable to commence the internship within one year of graduation shall not be accepted.

- Research skills: ability to perform effective and efficient internet searches, and desk research;
- Writing skills: ability to draft and edit content for publication;
- Planning and organizing: Ability to work in an organized and structured way;
- Computer literate, with sound knowledge of and ability to use Microsoft Office Suite;
- Fluency in written and spoken French. Basic skills in English are necessary;
- Must have or nearing completion of a Master’s degree, preferably in environmental or social sciences;
- Ability to write reports and correspondence in French and English.

**Work Experience**

Applicants are not required to have professional work experience for participation in the internship programme.

**Final Output**

At the end of the internship the incumbent would have:

- Honed their research skills
- Learned more about the UNCCD and the UN in general
- Have a greater appreciation for the role of capacity building in the efforts to ensure sustainable development globally and for an efficacious UNCCD process in particular
- Gained more experience in a professional working environment

As regards the benefits to the Secretariat these include:

- Further development of the French language section of the Secretariat’s Capacity Building Marketplace.
- The collection of new and important information in French for the Capacity Building Marketplace

**Submission of applications**

Internship application forms can be downloaded at: [http://www2.unccd.int/about-us/secretariat/vacancies/apply-unccd-internship](http://www2.unccd.int/about-us/secretariat/vacancies/apply-unccd-internship)

Your completed application form and Curriculum Vitae should be submitted by e-mail to staffing@unccd.int, specifying in the subject line: Internship at UNCCD Capacity Building Marketplace.
The deadline for applications is 15 April 2018. Only applications submitted by the deadline and meeting the requirements will be considered. No telephone calls will be returned. Please address your application as indicated above and please do not address or copy your application to an individual at the Secretariat.

Interns are not financially remunerated by the UNCCD. Costs and arrangements for travel, visas, accommodation and living expenses are the responsibility of the intern or his/her sponsoring institution.