INTERNERSHIP

Internship to assist in the management of library content and social media for the UNCCD Digital Library and Knowledge Hub

Type of position: Internship
Number of positions offered: 1 position
Duty station: UNCCD office in Bonn, Germany
Languages: English
Duration: 3 - 6 months (part-time/full time)
Starting date: 07 May/April 2019
Application deadline: 25 April 2019

Background

The United Nations Convention to Combat Desertification (UNCCD) is the sole legally binding international agreement on land issues. The Convention works with partners to promote good land stewardship. Its 197 Parties aim to achieve land degradation neutrality (LDN) through voluntary national targets. By achieving LDN, we will secure the health and productivity of the land, mitigate the effects of drought and make people and ecosystems more resilient to climate change.

UNCCD library holds a specialized collection of monographs and series, reports, grey literature in fields of desertification, land degradation and drought and other related environment and development issues. The library focuses on electronic collection of resources available through the Online Public Access Catalogue and the Knowledge Hub.

The library Online Public Access Catalogue and the Knowledge Hub is a space for information and knowledge promoting diverse opportunities, it is a “one-stop shop” for learning and knowledge exchange.

Duties and Responsibilities

Under the direct supervision of the librarian, the intern will assist in the following duties:

➢ Select and prepare content for the online catalogue and the knowledge hub section
➢ Catalogue selected resources according to the established rules
➢ Prepare content for social media and maintain the Library Twitter account
➢ Follow social media of other organizations for topics related to desertification, land degradation, drought and other cross-cutting issues
➢ Organize library exhibitions and events
➢ Prepare bibliographies on thematic topics of interest
➢ Perform other duties as determined by the librarian that relate to the internship.

**Competencies**

**Communication:** Speaks and writes clearly and effectively; listens to others; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match the audience; demonstrates openness in sharing information and keeping people informed.

**Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others’ ideas and expertise; is willing to learn from others; supports and acts in accordance with final group decision.

**Client Orientation:** Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; identifies clients’ needs and matches them to appropriate solutions; meets timeline for delivery of products or services to client.

**Creativity:** Actively seeks to improve programmes or services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; takes an interest in new ideas and new ways of doing things.

**Expected Qualifications/Skills**

Applicants must be enrolled in a degree programme in a graduate school (university or higher);

- be enrolled in the final academic year of a first university degree programme (minimum Bachelors or equivalent) – Background in or course work related to reference, cataloguing and/or special libraries is desirable
  or
- have graduated with a university degree and, if selected, must commence the internship within a one-year period of graduation.
- Familiarity with library software is desirable
- Research skills: ability to perform effective and efficient internet searches, and desk research
- Writing skills: Ability to draft and edit content in English for correspondence, reports and 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
For this internship, excellent oral and written is required in English. Knowledge of other official UN languages is an asset.

**Work Experience**
Applicants are not required to have professional work experience to be accepted for this internship.

**Submission of applications**
A complete internship application form (http://www2.unccd.int/about-us/secretariat/vacancies/apply-unccd-internship) with the CV is required and should be submitted by email to staffing@unccd.int specifying in the subject line: **Internship at UNCCD Library and Knowledge Hub**

Your Cover Letter must include:

- ✓ Your availability (dates) for the internship;
- ✓ Your Degree Programme (What are you currently studying or have recently graduated from?);
- ✓ Your Graduation Date (When will you graduate or when did you graduate from the programme?);
- ✓ Explain why you are the best candidate for this specific internship;
- ✓ Explain your interest in the UNCCD;

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. Interns of the UNCCD secretariat are not considered to be staff members. The selected intern could be part time, i.e half day, 3-5 days a week or full-time, i.e. 5 days a week, 8 hours per day, for a minimum of 2 and a maximum of 6 months.