INTERNSHIP

To assist in the management of content, awareness-raising projects and social media in English (1), French (1), and Spanish (1) for the UNCCD Capacity Building Marketplace

Background

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;
- 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.

Duties and Responsibilities

Under the direct supervision of the Capacity Building Officer, the intern will assist in the following duties:

- Collect content in selected language (English, French or Spanish) for the Marketplace, and prepare the same for publication;
- Assist in processing applications sent in selected language (English, French or Spanish), by country Parties and other organizations, for the admission of information into the databases on this website;
- Prepare content in selected language English, French or Spanish 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;
➢ Perform other duties as determined by the supervising officer 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**

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

(a) Be enrolled in the final academic year of a first university degree programme (minimum Bachelor's level or equivalent);
(b) Have graduated with a university degree and, if selected, must commence the internship within a one-year period of graduation. 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 in Spanish 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
- Ability to write reports and correspondences in one of selected languages (English, French, or Spanish)
Language requirements
English and French are the working languages of the UNCCD Secretariat. For this internship, excellent oral and written is required in selected language (English, French or Spanish). 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 but must be at least 18 years of age.

Duration
The internship is UNPAID and full-time, i.e. 5 days a week, 8 hours per day, for a minimum of 3 and a maximum of 6 months, beginning 15 October 2019. Duty station is UNCCD Office in Bonn, Germany.

Assessment
Potential candidates will be contacted by the hiring manager directly for further consideration. Due to the high volume of applications received, ONLY successful candidates will be contacted.

Submission of applications
Internship application forms can be found at: http://www2.unccd.int/about-us/secretariat/vacancies/apply-unccd-internship. Your completed application form including ALL of the documents listed below is required and should be submitted by e-mail to staffing@unccd.int, specifying in the subject line: Internship at UNCCD Capacity Building Marketplace {please place the selected language you are applying for here}.

The deadline for applications is 05 October 2019. 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.

Applicants must attach ALL of the following documents to each application:

1. Acceptance and Undertaking (Conditions and Annex form)
2. Cover letter stating the reasons for applying.
3. Two letters of recommendation;
4. Proof of enrolment from current University (if not graduated) or Copy of degree certificate (if you have already graduated);
5. A scanned copy of the applicant’s valid medical insurance or a signed statement confirming intent to obtain medical insurance while in Germany.

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

Incomplete applications will not be reviewed

**Special Notice**

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 must keep confidential any and all unpublished information obtained during the course of the internship and not publish any reports or papers based on such information except with the explicit written authorization of the Chief of Administrative Service of the UNCCD. Interns are bound by the same duties and obligations as staff members, and the information to which an intern has access in the course of the internship must not be divulged to external parties. Each prospective intern must sign the Acceptance and Undertaking Form to indicate their understanding and acceptance of this stipulation. This form must be included in every application. There should be no expectation of employment by the United Nations or the UNCCD upon completion of the internship.