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## INTERNSHIP

(3 positions)

**Interns needed to assist in the development and management of content and the implementation of awareness-raising projects in French (1), English (1), and Spanish (1) for the UNCCD Capacity Development & Innovation Office**

**Duration of assignment: Three to six months**

### **Background**

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The UNCCD Capacity Development and Innovation Office (CDIO) develops, collects, stores and shares opportunities, information and experiences of, in, and on capacity development and innovations to support the facilitation of the efficacious implementation of the UNCCD at all levels. This Capacity Development Marketplace as part of the CDIO is space and mechanism promoting the most diverse, innovative and best opportunities to develop, build and strengthen capacity, and for encouraging the search for and discovery of new approaches, ideas and possibilities in this field. Its ultimately aim is to be the key resource for receiving and sharing all information relating directly or indirectly to capacity development within the framework of the UNCCD implementation process.

The Marketplace is an interactive medium where inter alia:

- Diverse opportunities for relevant capacity development are promoted, including opportunities for: Employment (including consultancies), Volunteerism, Internships, Study and Research grants, and Crowdfunding;
- Quick and easy access to resources on capacity development from around the world;
- E-learning in matters pertaining to capacity development 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 development are promoted;
- Every section of the public has the opportunity to contribute to the further development and strengthening of these capacities within the framework of the UNCCD process.

In order to ensure that the products of the Marketplace reach each and all who need them, great use is made of various pathways of engaging the public, including social media channels. The incumbents shall assist the Marketplace Team in the efficacious managements of content in the particular language he/she will work, i.e. English, French or Spanish.

### **Duties and Responsibilities**

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Under the direct supervision of the Head of the CDIO, the intern will assist in the performance of the following duties:



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- Research, collect and prepare for publication on the Marketplace content in the language he/she shall be working in, i.e. English, French or Spanish;
  - Prepare content for social media in the language he/she shall be working and upload the same;
  - 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 the Marketplace;
  - Monitor social media for topics relevant for the Capacity Development Marketplace;
  - Develop, implement and administer a concrete project that must be completed by the end of the internship;
  - Undertake his/her personal project as determined by the Head of the CDIO;
  - Perform other duties as determined by the supervising officer that relate to the internship.

### **Competencies**

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**Communication:** Speaks and writes clearly and effectively; listens to others; asks questions to clarify issues; 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**

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To qualify for an internship with the United Nations Internship Programme, applicant must meet the following requirements:

- Be enrolled in the final academic year of a first university degree programme (minimum Bachelor's level or equivalent);
- 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 for publication in the language he/she shall be working in, i.e. English, French or Spanish;
- 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, i.e., English, French, or Spanish.

### **Language requirements**

English and French are the working languages of the UNCCD Secretariat. For this internship, excellent oral and written ability is required in the language in which the intern will work, i.e. 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.

### **Duration**

This internship is based in UNCCD Office in Bonn, Germany. It is full time, i.e. 5 days a week, 8 hours per day, for a minimum of 3 and a maximum of 6 months. Start date is: **08 December 2020.**

### **Submission of application**

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 are required and should be submitted by e-mail to **[staffing@unccd.int](mailto:staffing@unccd.int)**, specifying in the subject line: **Capacity Development Marketplace Internship.**

The deadline for applications is **20 November 2020.** 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 below 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-available on the above link)
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 a good candidate for this internship;
- ✓ Explain your interest in the UNCCD.

Incomplete applications will not be reviewed.

**Special Notice**

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Internship with UNCCD is unpaid. 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.