



INTERNSHIP

(4 positions)

Distance/remote internships for young professionals from SIDS and LDCs to work in the UNCCD Capacity Development & Innovation Office

Duration of assignment: Three to six months

Background

The need for relevant capacity building for efficacious implementation of the UNCCD as a whole is universally recognized. Indeed Article 19 of the Convention stresses that, “Parties recognize the significance of capacity building, -that is to say, institution building, training and development of relevant local and national capacities- in efforts to combat desertification and mitigate the effects of drought. They shall promote, as appropriate, capacity- building.”

Further, capacity building has always featured as essential to the efficacious implementation of the Convention at all levels as is confirmed by the many decisions concerning the same, adopted by the COP. (see: <https://knowledge.unccd.int/cbm/cops-and-process-capacity-building-unccd-throughout-years>). Parties attending COP 13 adopted for the first time a standalone decision on capacity building requesting the Secretariat to inter alia, “Continue targeted capacity building to support the implementation of the Convention, including land degradation neutrality by Parties.” And, at COPs 14, and 15 Parties adopted Decision 2/COP.14 and Decision 2/COP.15 with the aim of enhancing the effectiveness of capacity building within the UNCCD process.

It is in light of these decisions that the UNCCD Capacity Development and Innovation Office (CDIO) designs, develops, and facilitates the implementation of activities, programmes and projects of, in, for, and on capacity development and innovations to support the efficacious implementation of the Convention at all levels. To realize its mandate, the CDIO has inter alia various mechanisms, platforms and the like through which it promotes the most diverse, innovative, relevant and best opportunities to develop, build, and strengthen capacity; to drive innovation; and to encourage the search for and discovery of new approaches, ideas and possibilities in these fields. Its ultimately aim is to be the key resource for receiving and sharing all information relating directly or indirectly to capacity development and innovations within the framework of the UNCCD implementation process.

To help it realize its mission, the CDIO has designed a special distant internship programme specifically geared at supporting institutional capacity building in the Least Developed Countries (LDCs), and the Small Island developing States (SIDS). This programme will afford successful candidates an opportunity to enhance the skills, expertise and experience they need to make a greater and better contribution to the implementation process in their countries. These interns will work inter alia in support of the daily operation and management of the mechanisms and platforms operated by the CDIO including its Capacity Building Marketplace and E-learning platform, which are interactive mediums 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 and pursued;
- Innovations that can contribute to a more efficacious implementation of the UNCCD are promoted, encouraged and pursued;
- 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 CDIO 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 CDIO Team in the realization of its overall programme as outlined above. Young women are especially encouraged to apply for these internships. This is due to the fact that some of the projects as indicated in 5 and 6 below concern capacity building for women.

Duties and Responsibilities

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

1. Research, collect and prepare for publication on the Capacity Building Marketplace and E-learning platform content in the language he/she shall be working in i.e. English and/or French;
2. Prepare content for social media in the language he/she shall be working in and upload the same;
3. Assist in processing applications sent in selected language (English, French), by country Parties and other organizations, for admission of information into the databases on the Capacity Building Marketplace.
4. Monitor social media for topics relevant for the capacity development and innovation within the framework of the UNCCD implementation process;
5. Develop, implement and administer a concrete project that must be completed by the end of the internship;
6. Undertake his/her personal project as determined by the Head of the CDIO;
7. Work with the rest of the Team in the design, development and implementation of awareness-raising activities.



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 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

To qualify for an internship with the United Nations Internship Programme, applicants 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 in the language he/she shall be working in i.e. English, French, Russian or 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 i.e., English and/or French.

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 or French. Good knowledge of English is essential in all cases.

Work Experience

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

Duration

These internships are homebased, i.e., interns will work from their country. They are fulltime, i.e. 5 days a week, 8 hours per day, for a minimum of 3 and a maximum of 6 months. Start date is: **17/04/2023**.

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**, specifying in the subject line: **Capacity Development and Innovation Internship**.

The deadline for applications is **31/03/2023**. 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

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.

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