



INTERNSHIP

Executive Office

Duration of assignment: Three to six months

Background

Desertification, along with climate change and the loss of biodiversity were identified as the greatest challenges to sustainable development during the 1992 Rio Earth Summit. Established in 1994, the United Nations Convention to Combat Desertification (UNCCD) is the sole legally binding international agreement linking environment and development to sustainable land management. The Convention seeks to support countries to address Desertification, Land Degradation, and Drought (DLDD). (www.unccd.int)

The internship opportunity is located in the Executive Office (EO) of the United Nations Convention to Combat Desertification (UNCCD) in Bonn, Germany.

We are seeking a dynamic and proactive team player, with a strong interest in land degradation desertification and drought issues, to complete a six-month internship within UNCCD's EO team. This internship is a unique opportunity to gain valuable experience within UNCCD and the UN in general.

Under the guidance and supervision of the Executive Associate, the Intern provides services ensuring high quality, accuracy and consistency of work. The Intern promotes a client-oriented environment and is consistent with rules and regulations approach in the Unit.

The Intern works in close collaboration with the units and staff in the EO and Secretariat to exchange information and ensure smooth service delivery.

The internship is UNPAID and full-time. Interns work five days per week Monday to Friday (35hours) and a one-hour lunch break. Start date as soon as possible.

Duties and Responsibilities:

Under the direct supervision of the Executive Associate or any other staff member in the EO, the intern will assist in the performance of the following duties:

- Coordination and executive support - Support the preparation of senior-level management meetings, conferences and retreats - Support the preparation of background and option papers - Support the tracking and analysis of decisions and their implementation - Assist in the preparation of speeches and talking points.
- Policy analysis and assessment - Help monitor, identify and analyze geographic, political and thematic global trends related to desertification, land degradation, drought and gender- Support the preparation of analytical reports, papers, talking points background notes, correspondences, key messages, video remarks, interviews, and daily briefs - Assist in coordinating the formulation of strategies, programmes and policies - Support the preparation of meetings, events, talks and visits- Drafting minutes of meetings and ensuring timely follow-up.- Helping prepare presentations and other communication material, as required.
- Other duties as assigned by the supervisor.



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.

Planning and Organizing: Develops clear goals that are consistent with agreed strategies; Identifies priority activities and assignments; Adjusts priorities as required; Allocates appropriate amount of time and resources for completing work; Foresees risks and allows for contingencies when planning; Monitors and adjusts plans and actions as necessary; Uses time efficiently.

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.

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 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

Language skills

For this internship, fluency in written and oral English and French is required. Knowledge of another official United Nations language is an advantage.

Work experience

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

Duration

This is hybrid internship – combination of remote and in person internship, i.e. intern will be working in the UNCCD premises in Bonn, Germany 2-3 days per week, 8 hours per day, while other days will be working remotely. Minimum duration period of internship is 3 months and maximum 6, **within the period April/May 2023 to October/November 2023**. The exact period will be determined based on the availability of the intern and the needs of the unit.

Submission of application

Internship application forms can be found at: <https://www.unccd.int/convention/work-with-us/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: **{Your name} Executive Office internship**.



******The deadline for applications is 09 April 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.

*******Incomplete applications will not be considered*******

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

1. UNCCD internship application form; 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

Submission of application

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

Internship with UNCCD is unpaid. Interns are not financially remunerated by the UNCCD. Costs and arrangements for travel, visas, accommodation and living expenses, as well as for health coverage are the responsibility of the intern or his/her sponsoring institution.