



## United Nations Decade on Biodiversity

### INTERNSHIP WITH THE SECRETARIAT OF THE UNITED NATIONS CONVENTION ON BIOLOGICAL DIVERSITY SUPPORTING THE PROGRAMME OF WORK ON PROTECTED AREAS AND THE LIFEWEB INITIATIVE

#### **PERIOD AND DUTY STATION:**

Minimum of 4 months (6 months preferable), commencing June 2012<sup>1</sup> in Montreal, Canada.

#### **PURPOSE**

The purpose of this internship is to provide assistance to implement the United Nations Convention on Biological Diversity by gathering information in order to develop a set of recommendations to improve reporting on the national implementation of the Programme of Work in Protected Areas (PoWPA) ([www.cbd.int/protected](http://www.cbd.int/protected)) with particular focus on the linkages with financing ([www.cbd.int/lifeweb](http://www.cbd.int/lifeweb)) and knowledge sharing to help support regional coordination and implementation as well as assess the progress towards achieving the 2010-2020 Aichi Biodiversity Targets.

The internship offers an opportunity for a graduate student or advanced undergraduate student to gain international work experience and become acquainted with the implementation of a major United Nations multilateral environmental agreement and the intergovernmental processes this entails.

#### **BACKGROUND**

The Convention on Biological Diversity (CBD) is one of the key agreements adopted at the 1992 Earth Summit in Rio de Janeiro, where world leaders agreed on a comprehensive strategy for sustainable development – meeting our needs while ensuring that we leave a healthy and viable world for future generations. The Convention has 193 Parties and sets out commitments for maintaining the world's ecological underpinnings as we go about the business of economic development. The Convention establishes three main goals: the conservation of biological diversity, the sustainable use of its components, and the fair and equitable sharing of the benefits from the use of genetic resources.

#### **TERMS OF REFERENCE (TOR)**

Under the daily supervision of the CBD LifeWeb Associate Programme Officer and the strategic supervision of the Programme Officer for CBD LifeWeb, the intern will contribute to the substantive work of the Secretariat in advancing implementation of the Programme of Work on Protected Areas.

In particular, the tasks of the intern may include, but will not be limited to, the following:

- Review, analyze, and make recommendations to improve online gathering of data, storage and analysis of protected area and related information and reports;
- Research meta-data and semantic analysis products as well as potential crowd sourcing and other new and innovative knowledge management tools and other opportunities;
- Review, organise information, and relevant linkages with partners (PoWPA friend's network, the GEF, Donors, and other stakeholders) that contribute to and support PoWPA implementation;
- General administrative and data entry related tasks as required.

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<sup>1</sup> Please note that commencing date is negotiable



The work will *inter alia* involve desk study, review of existing project and country profiles, internet research, liaising with relevant institutions and SCBD staff, and the drafting of documents. TOR may be further specified in accordance with the needs of the Secretariat as well as the personal interests and qualifications of the candidate.

### **MINIMUM ELIGIBILITY CRITERIA FOR AN INTERNSHIP**

Please note the following minimum eligibility criteria for an internship at the Secretariat of the Convention on Biological Diversity.

The Applicant **MUST**:

1. Be currently enrolled in a third or fourth year of under-graduate (BA/BSc) or in a graduate (Masters) or post-graduate (PhD) programme;
2. Submit an endorsement from the Nominating/Sponsoring Institution;
3. Be willing to intern on a full-time basis spending five days a week for a period of at least four months;
4. Be covered by medical insurance and before arrival (if selected) provide the Secretariat with a medical doctor's attestation of your general health.

### **QUALIFICATIONS**

Candidates from all disciplines are welcome to apply for this post. However, a strong interest in multilateral diplomacy and sustainable development is essential and prior experience in communications would be highly regarded. In addition, prior exposure to biodiversity issues and protected areas would be an asset.

Additional required qualifications:

- Experience and skills in Knowledge Management;
- Oral and written fluency in English;
- Ability to familiarize him/herself with complex tasks in a brief period of time and to work under minimal supervision and meet tight deadlines;
- Enjoy working in a dynamic and multicultural environment;
- International mindset and a desire to change the world.

Desirable qualifications:

- Oral and written fluency in other UN official languages;
- Experience living in developing country and/or rural community contexts;
- Experience in Computer Science and working with databases.

### **GENERAL CONDITIONS GOVERNING THE INTERNSHIP PROGRAMME**

- Internships with the UN are not remunerated and all the expenses connected with it must be borne by the intern or by the sponsoring institution or government;
- There is no expectancy of employment at the end of the internship; and the UN accepts no responsibility for accidents and/or illness incurred during the intern's stay;
- The UN does not deal with immigration authorities in Canada and, therefore, the intern is responsible for obtaining any necessary visas on his/her own.



Further:

- The intern will conduct him/herself at all times in a manner compatible with the responsibilities as a holder of a UN internship programme, and will not engage in any activity that is incompatible with the discharge of duties with the organization;
- The intern will exercise the utmost discretion in all matters of official business of the organization;
- The intern will not communicate at any time to any other person or authority external to the UN, any information known by reason of the internship, which has not been made public, except in the course of duties or by authorization of the UN; nor shall the intern at any time use such information to private advantage;
- The intern shall keep confidential any and all unpublished information made known by the accepting office in the course of the internship and not publish any reports or papers on the basis of information obtained during the length of the programme, except upon the authorization of the UN.
- The intern shall arrange for own transport to and from the UN;
- The intern will provide a written notice in case of illness or other unavoidable circumstances which might prevent him/her from fulfilling his/her obligations;
- The intern will prepare an exit report and an exit questionnaire and submit them to the Human Resource Management Service at the end of the assignment.

(N.B. You may be requested to supply documentary evidence, which supports the statements you have made in your application. Do not, however, send any document or evidence until you have been asked to do so by the Organization and, in any event, do not submit the original text of references or testimonials unless they have been obtained for the sole use of the Organization. Applications will not, as a general rule, be valid or be retained by the United Nations for more than six months from date of receipt.)

### **APPLICATION PROCESS**

Please use the internship application form available online at: <http://www.cbd.int/doc/vacancies/frm-scbd-intern-en.doc>. An electronic copy of the application form, along with a CV and cover letter, must be received by **16 June 2012**. Please entitle the subject line of your e-mail “LifeWeb Internship Application”. An endorsement letter from the Nominating/Sponsoring Institution must be received prior to the commencement of the internship.

**Please make all submissions to [secretariat@cbd.int](mailto:secretariat@cbd.int)**