



SCBD INTERN OPPORTUNITY

Terms of Reference

Organizational Settings and Reporting

This internship will be located in the Article 8(j) Team of the Division for Mainstreaming, Partnerships and Outreach (MPO) in the CBD Secretariat. The internship is for an initial period three (3) months with a possibility for extension for another three (3) months depending on the needs of the hosting office. The internship is UNPAID and full time. Interns work five (5) days per week under the supervision of a staff member in the department or office in which they are assigned.

Responsibilities

Under the supervision of the Programme Officer for Article 8(j) and related provisions, and in cooperation with other programme officers, the associate programme officer and programme assistant, the intern will contribute to the substantive work of the Secretariat in implementing pertinent requests by the Conference of the Parties concerning article 8(j) and related provisions.

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

- Contribute to the preparatory work for the 8th meeting of the Working Group on Article 8(j) including through research and compilation of documents and other matters;
- Assist with the conceptualization of tasks 7, 10, 12 and 15 of the Programme of Work on Article 8(j);
- Assist with preparation of materials for communication, education and public awareness;
- Assist with general inquiries including from indigenous and local communities (ILCs);
- Assist with research and work for the joint programme of work on biological and cultural diversity (CBD and UNESCO);
- Assist with work including capacity building on the Nagoya Protocol and specifically concerning community protocols.



Convention on
Biological Diversity

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Competencies

Creativity
Teamwork
Communication

Education

Applicants must be enrolled in a degree programme as either a third or fourth year of under-graduate student or graduate programme (Masters) or post-graduate (PhD) or if pursuing their studies in countries where higher education is not divided into undergraduate and graduate stages, have completed at least four years of full-time studies at a university or equivalent institution towards the completion of a degree.

Applicants must be currently enrolled as a student, and will continue to be enrolled during the period of the internship and after.

Work Experience

Applicants are not required to have professional work experience for participation in the programme.

Languages

English and French are the working languages of the United Nations Secretariat. For this post, fluency in oral and written English is required. Knowledge of another official language of the United Nations is an advantage, particularly Spanish.

Special Notice

Your application for this internship must include:

1. A completed application (Personal History Profile) through the UN careers Portal. You can do this by going to the UN website <https://careers.un.org/lbw/Home.aspx> and click on Login at the top right hand to register. Once completed, print and include in your application. Incomplete applications will not be reviewed. In your Personal History Profile (PHP), be sure to include any past work experiences, IT skills, and three references.
2. An accompanying letter (cover note) that includes:- Title of degree you are currently studying- Graduation date (when you will be graduating from the programme) - List the IT skills and programmes that you are proficient in using- Explain why you are the best candidate for the internship and what you hope to gain from the internship. Explain your interest in the United Nations Internship Programme at the Secretariat of the Convention on Biological Diversity (SCBD) in Montreal.

3. A letter from your university or equivalent institution clearly indicating the status of your enrollment, what programme you are enrolled in and the anticipated date of graduation from the programme.

Due to a high volume of applications received, ONLY successful candidates will be contacted.

4. The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.

Please send all applications to secretariat@cbd.int by 28 June 2013
