



Terms of Reference

Internship: Biodiversity for Human Well-Being initiative and Web-portal

Organizational Settings and Reporting

Please type in the organizational settings and reporting here

This internship will be located in Montreal, at the office of the Secretariat of the Convention of Biological Diversity, United Nations Environment Programme, working with the Mainstreaming, Partnerships and Outreach Division. 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 Division. 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

Please type in the responsibilities here

The Secretariat of the CBD is looking for an intern to support the **Biodiversity for Human Well-being initiative and web-portal.**

Depending on their level of experience and training, interns in the Secretariat of the CBD will:

- liaise with Secretariat of the CBD and its stakeholders on key human well-being and development topics;
- research and analyze relating to the topic of biodiversity, development and human-well-being.
- draft and edit various documents including case studies, papers and other documents;
- manage the content of the Biodiversity for Human Well-being website using Kentico software
- assist in the coordination of the Communication on Progress process;
- perform administrative tasks as assigned.
- support the organization of meetings and events;
- handle email and other inquiries;



Convention on
Biological Diversity

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COP 10 / MOP 5

Competencies

Please type in the competencies here

Communication:

- Speaks and writes clearly and effectively;
- Listens to others, correctly interprets messages from others and responds appropriately;
- Asks questions to clarify, 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 & 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
- Places team agenda before personal agenda
- Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position
- Shares credit for team accomplishments and accepts joint responsibility for team shortcomings

Education

Please type in the education requirements here

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.

Be computer literate in standard software applications; experience with content management software and/or web design is an asset; have a demonstrated keen interest in

the work of the United Nations and have a personal commitment to the ideals of the Charter; and have demonstrated the ability to successfully interact with individuals of different cultural backgrounds and beliefs, which include willingness to try and understand and be tolerant of differing opinions and views.

Applicants must have background in environmental affairs, sustainable development, international relations, political science, communications or similar.

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.

Special Notice

Your application for this internship must include:

1. A completed application (Personal History Profile) through the UN careers Portal. Incomplete applications will not be reviewed. In your Personal History Profile (PHP), be sure to include all 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 in Nairobi.
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 July 31, 2013.