



## SCBD INTERN OPPORTUNITY

### Terms of Reference

#### *Organizational Settings and Reporting*

This internship will be located in the Nagoya Protocol Division of the Secretariat of Biological Diversity in Montreal, Canada. 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*

The purpose of this internship is to assist the SCBD in the development of awareness materials and in the organization of capacity-building activities with a view to promoting the early entry into force and implementation of the Nagoya Protocol on Access and Benefit-sharing.

The Nagoya Protocol on Access to Genetic Resources and the Fair and Equitable Sharing of Benefits Arising from their Utilization (ABS) to the Convention on Biological Diversity is a supplementary agreement to the Convention on Biological Diversity and it was adopted in October 2010 in Japan. Its objective is the fair and equitable sharing of benefits arising from the utilization of genetic resources, thereby contributing to the conservation and sustainable use of biodiversity. The Nagoya Protocol will enter into force 90 days after the date of deposit of the fiftieth instrument of ratification.

Under the supervision of the Programme Officer on Capacity-building and Outreach and the collaboration with relevant staff members in the Nagoya Protocol Division, the intern will contribute to raising awareness and developing capacity on the Nagoya Protocol. In particular, the tasks assigned would include, but not be limited to:

- Assist with preparation of materials for communication, education and public awareness;
- Contributing to the development of e-learning modules and organization of capacity-building workshops on the Nagoya Protocol;



Convention on  
Biological Diversity

Secretariat of the Convention on Biological Diversity  
United Nations Environment Programme  
413 Saint-Jacques Street, Suite 800, Montreal, QC, H2Y 1N9, Canada  
Tel : +1 514 288 2220 Fax : +1 514 288 6588  
[secretariat@cbd.int](mailto:secretariat@cbd.int) [www.cbd.int](http://www.cbd.int)



- Carrying out other activities related to the Nagoya Protocol as may be assigned by the supervisor.

### ***Competencies***

#### **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***

A first-level university degree preferably in communication, environmental studies or related areas. Applicants must be enrolled in a degree programme in a (undergraduate (BA/BSc) or in a graduate (Masters) or post-graduate (PhD) programme; or if pursuing their studies in a country where higher education is not divided into undergraduate and graduate stages should have completed at least three years of university studies; or equivalent institution towards the completion of a degree.

### ***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. 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](mailto:secretariat@cbd.int) by 07 June 2013**

---