



SCBD INTERN OPPORTUNITY

TERMS OF REFERENCE FOR SUBNATIONAL

Organizational Settings and Reporting

The Convention on Biological Diversity (CBD) was opened for signature at the United Nations Conference on Environment and Development (UNCED or the Earth Summit) in Rio de Janeiro, Brazil, in June 1992 and entered into force in December 1993. Conceived as an instrument for sustainable development, its objectives are the conservation of biological diversity, the sustainable use of the components of biodiversity, and the fair and equitable sharing of benefits arising from the use of genetic resources. 192 States and the European Union are contracting parties to the Convention. The Secretariat of the CBD, located in Montreal, Canada, supports the operation of the Convention serving the processes of the Conference of the Parties (COP), including the meetings of the COP and its subsidiary bodies, and supporting member governments in the implementation of various programmes of work, including through coordination with other international organizations and collection and dissemination of information.

At its tenth meeting, the Conference of the Parties in decision X/2, adopted the 2011-2020 Strategic Plan for Biodiversity, including twenty Aichi Biodiversity Targets to be achieved by 2020. All twenty targets are relevant at the subnational level where much of the implementation of the Convention necessarily takes place.

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.

The internship is UNPAID and full time. Interns work five (5) days per week, Monday to Friday from 9:00am to 5:00pm, under the supervision of a staff member in the department or office in which they are assigned.

Responsibilities

The intern will:

- Assist programme staff in the organization of the upcoming subnational biodiversity summit in parallel with CBD COP 12 and, when required, CBD COP 12 itself. This will include facilitation of communication between the hosts, the CBD Secretariat, and the primary organizers, ICLEI – Local Governments for Sustainability.
- Assist programme staff in their work to determine modalities and mechanisms for subnational and local implementation of the CBD in Korea.
- Undertake research to enable identification of sources of expertise, best practices and an assessment of main players and their competences in *ecosystem restoration* at subnational



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 www.cbd.int



level in Korea.

- Undertake research to enable identification of examples of experiences and references in scientific and technical cooperation agencies and centers supported by decentralized cooperation in Korea (i.e. agencies supported by provincial and local authorities in Korea).

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

Applicants must be

- enrolled in a graduate programme (Masters) 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;
- currently enrolled as a student, and will continue to be enrolled during the period of the internship and after;
- computer literate in standard software applications; 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 local/subnational governance, 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, but experience in working with, or for, local governments will be considered an advantage. Experience and knowledge in environmental governance in Korea will also be considered an advantage.

Languages

For this post, fluency in oral and written English is required.

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 25 October 2013.