



## **INTERNSHIP WITH THE SECRETARIAT OF THE UNITED NATIONS CONVENTION ON BIOLOGICAL DIVERSITY SUPPORTING THE PREPARATION OF BIODIVERSITY COUNTRY PROFILES**

**POSITIONS:** 3 internships places available

**PERIOD AND DUTY STATION:** Minimum of 3 months (6 months preferable), commencing as soon as possible, in Montreal, Canada.

### **PURPOSE:**

The purpose of this internship is to provide assistance to the updating of biodiversity country profiles prepared in 2007 and wider dissemination of information concerning national implementation of the Convention on Biological Diversity.

These profiles will be updated based on information provided by CBD Parties in their fourth national reports, revised/updated national biodiversity strategies and action plans (NBSAPs) and at regional and sub-regional NBSAP capacity-building workshops held in 2011 and 2012. The primary focus will be on progress achieved towards the 2010 Biodiversity Targets and goals of the CBD Strategic Plan 2002-2010. Information provided by CBD Parties related to activities supporting implementation of decision X/2 on the Strategic Plan for Biodiversity 2011-2020, including the Aichi Biodiversity Targets, adopted by the tenth meeting of the Conference of the Parties (COP) to the CBD in 2010, will also be relevant to these updates. (Decision X/2 requests Parties to establish national targets in the framework of the Aichi Biodiversity Targets by COP-11 to be held in 2012. Moreover, Parties are requested to revise their NBSAP, integrate their national targets into the revised NBSAP, and adopt the revised NBSAP as a policy instrument by COP-11, or COP-12 to be held in 2014).

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 processes this entails at the intergovernmental level and various other levels.

All biodiversity country profiles are available on the Convention's website at:  
<http://www.cbd.int/countries/>.

## **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 adopted a number of important international environmental agreements including the Convention on Biological Diversity. The Convention now 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:**

Under the supervision of the Programme Officer for National Reports, the intern will contribute to the substantive work of the Secretariat in advancing implementation of the Strategic Plan for Biodiversity 2011-2020 and the Aichi Biodiversity Targets.

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

- Review CBD Fourth National Reports, NBSAP revisions, material obtained at NBSAP workshops and other related sources for relevant information;
- Compose profile updates;
- Transmit letter from the CBD Executive Secretary, attaching the draft profile update, to all CBD Primary National Focal Points, requesting review and approval of text;
- If applicable, insert changes received from the CBD Primary Focal Point;
- Enter final (approved) version in the CBD database for reflection on the CBD website;
- Maintain highly-organized filing system on SCBD network drive, containing draft and final (approved) versions of profiles, as well as in Microsoft Outlook containing correspondence sent to/received from CBD Primary National Focal Points.

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

Please note the requirements for an internship at the Secretariat of the Convention on Biological Diversity, which can be found on the Convention website at

<http://www.cbd.int/doc/vacancies/scbd-intern-req-en.pdf> .

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 **THREE MONTHS**.
4. Be covered by medical insurance and before arrival (if selected) provide the Secretariat with a medical doctor's attestation of general health status.

## **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 in particular familiarity with the CBD and its implementation, and development-cooperation areas would be an asset.

**Additional required qualifications:**

- Strong writing skills in English (French and/or Spanish writing skills definite asset); ability to read documents in Arabic and/or Russian an asset
- 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

**APPLICATION PROCESS**

Please use the internship application form available online at:

<http://www.cbd.int/doc/vacancies/frm-scbd-intern-en.doc>

Please entitle the subject line of your e-mail “Internship Application (Biodiversity Country Profiles)”. An endorsement letter from the Nominating/Sponsoring Institution must be received prior to starting your internship for the successful candidate.

An electronic copy of the application form, along with a CV (maximum 3 pages) and cover letter, must be received by 31 May 2012 to [secretariat@cbd.int](mailto:secretariat@cbd.int)