

Job Opening

Posting Title:	INTERN - Administration/Travel/Procurement, I (Temporary Job Opening)
Job Code Title:	INTERN - ADMINISTRATION
Department/Office:	United Nations Environment Programme
Duty Station:	BONN
Posting Period:	21 June 2018 - 05 July 2018
Job Opening Number:	18-Administration-UNEP-99337-J-Bonn (O)
Staffing Exercise	N/A



United Nations Core Values: Integrity, Professionalism, Respect for Diversity

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Org. Setting and Reporting

The United Nations Environment Programme (UN Environment) is the leading global environmental authority that sets the global environmental agenda, promotes the coherent implementation of the environmental dimension of sustainable development within the United Nations system and serves as an authoritative advocate for the global environment. The Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services (IPBES) is an independent intergovernmental body which assesses the state of biodiversity and of the ecosystem services it provides to people. Established in 2012 in Panama, IPBES has a current membership of 130 Governments and seeks to respond to the needs of Governments and other stakeholders to strengthen the science-policy interface on biodiversity and ecosystem services. One thousand scientists from all over the world currently contribute to the work of IPBES on a voluntary basis. They are nominated by their Government or an organization, and selected by the IPBES Multidisciplinary Expert Panel. Peer review forms a key component of the work of IPBES to ensure that a range of views is reflected in its work, and that the work is complete to the highest scientific standards.

IPBES has a collaborative partnership agreement with four United Nations entities: UN Environment, UNESCO, FAO and UNDP. The secretariat of IPBES is hosted by the German Government, located on the UN campus, in Bonn, Germany, and administered by UN Environment.

Internship-specific background:

This internship is for a minimum duration of three months and a maximum duration of six months. The exact period will be determined based on the availability of the intern and the needs of the secretariat. The selected intern will work onsite at the IPBES secretariat in Bonn, Germany.

The Internship is UNPAID and full-time.

Interns work five days per week (35-40 hours) under the supervision of a staff member in the department or office to which they are assigned.

Responsibilities

The successful candidate will be under the overall supervision of the Administrative Officer and work directly with the administrative and travel assistants and must have the ability to work with minimal supervision. Specific activities and responsibilities would include:

Meeting organization/Travel

- Assist in maintaining meetings participants lists and preparing DSA rosters
- Assisting in collection and compiling travel documents for meeting participants
- Assisting in the monitoring of the travel mailbox
- Assist in scanning supporting documents for use in processing travel expense reports
- Updating the travel database

Procurement and General Services

- Assisting with drafting specifications for the purchase of goods and services
- Assisting with market research to identify potential vendors and suppliers
- Updating the procurement database
- Assisting with maintaining an inventory system for the organizations' physical assets
- Assist in computation of data worksheets and general filing of documents.
- Assist in general office administration functions.

Competencies

Accessibility

Client Orientation:

- Considers all those to whom services are provided to be "clients " and seeks to see things from clients' point of view
- Establishes and maintains productive partnerships with clients by gaining their trust and respect
- Identifies clients' needs and matches them to appropriate solutions
- Monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems
- Keeps clients informed of progress or setbacks in projects
- Meets timeline for delivery of products or services to client

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

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 at the time of application meet one of the following requirements:

- a. Be enrolled in a graduate school programme (master's degree or higher);
- b. Be enrolled in the final academic year of a first university undergraduate degree program (minimum Bachelor's level or equivalent);
- c. Have graduated with a university degree and, if selected, must commence the internship within a one-year period of graduation.
- d. Be computer literate in standard software applications and have experience in the use of a range of social media platforms and tools.
- e. Have a demonstrated 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.

Studies in the fields of Business Administration, Financial Management, Accounting, Operations Management, Travel, Event Management or similar are desired. Experience of or demonstrable interest in environmental and science issues will be an advantage.

Work Experience

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

Languages

For this internship, fluency in oral and written English is required. Knowledge of another UN language is desirable.

Assessment

Potential candidates will be contacted by the hiring manager directly for further consideration.

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. Proof of enrollment (click on link to access and attach to your application: <http://unon.org/content/internship-programme>).
- List the IT skills and programmes that you are proficient in using, and Explain why you are the best candidate for the internship and what you hope to gain from the internship.
3. A certified copy of degree certificate (if you have already graduated).

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

United Nations Considerations

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation or sexual abuse, or crimes other than minor traffic offences, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by

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force or under unequal or coercive conditions.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places 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. The United Nations Secretariat is a non-smoking environment.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, inspira. For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of the inspira account-holder homepage.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in inspira to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

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.

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