

Posting Title : INTERN - ENVIRONMENT AFFAIRS, I (Temporary Job Opening)  
Job Code Title : INTERN - ENVIRONMENT AFFAIRS  
Department/ Office : United Nations Environment Programme  
Location : TOYAMA;BUSAN  
Posting Period : 21 December 2018-20 December 2019  
Job Opening number : 18-Environmental Affairs-UNEP-108561-J--MULTIPLE D/S (O)  
Staffing Exercise : N/A

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**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 coherent implementation of the environmental dimension of sustainable development within the United Nations system and serves as an authoritative advocate for the global environment. UN Environment's Division of Ecosystems works with international and national partners, providing technical assistance and advisory services for the implementation of environmental policy, and strengthening the environmental management capacity of developing countries and countries with economies in transition. These internship positions are located in the UN Environment, Ecosystems Division, Northwest Pacific Action Plan at Toyama, Japan or Busan, R. Korea duty station. The Action Plan for the Protection, Management and Development of the Marine and Coastal Environment of the Northwest Pacific Region (NOWPAP) was adopted in September 1994 as a part of the Regional Seas Programme of the UN Environment. Member states of the NOWPAP are Japan, P.R. China, Republic of Korea, and the Russian Federation (<http://nowpap.org>). Regional Coordinating Unit of NOWPAP with two offices (in Toyama and Busan) has overall responsibility for the implementation of the NOWPAP Members' decisions regarding the operation of the Action Plan. The Regional Coordinating Unit maintains close contacts with and supports the work of the NOWPAP Regional Activity Centres and maintains cooperative relationships with other regional and international organizations. Two internship positions (for Toyama and Busan offices, respectively) will support Regional Coordinating Unit in the implementation of the NOWPAP Programme of Work. Daily responsibilities will depend on the individual's background as well as the agreed internship period. 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**

Under the direct supervision of the NOWPAP Senior Coordinator (for Toyama office) or Programme Officer (for Busan office), the Environmental Affairs and Communication Intern will:

- Assist Senior Coordinator (Programme Officer) and other programme staff with outreach to Japanese and Korean governments, including local governments and various UN Environment stakeholders in the region;
- Assist with the organization of meetings/events, including logistics, preparing invitation letters, visa arrangements, etc.
- Undertake research, monitor relevant scientific and policy developments;
- Support communication materials, including website and social media development, designing posters/newsletters, drafting news articles/quarterly newsletters, editing pictures, etc.
- Assist in drafting meeting reports on the progress of activities when requested;
- Attend, report back, and draft summaries/ minutes of attended meetings and conferences;
- Assist with general office management;
- Assist with any other duties that will further the goals and mission of the NOWPAP when requested.

### **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.

**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.

**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.

### **Education**

- Applicants must at the time of application meet one of the following requirements:-Be enrolled in a graduate school programme (second university degree or equivalent, or higher);-Be enrolled in the final academic year of a first university degree program (minimum Bachelor's level or equivalent);-Have graduated with a university degree and, if selected, must commence the internship within a one-year period of graduation.
- Be computer literate in standard software applications.
- Have demonstrated keen interest in the work of the United Nations and have a personal commitment to the ideals of the Charter;
- 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.
- Academic background in Environmental Studies, International Relations or International development, Communication or Journalism is required.

### **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 the internship positions, fluency in oral and written English is required. Knowledge of Japanese (for position in Toyama, Japan) or Korean (for position in Busan, Republic of Korea), Chinese or Russian (both oral and written), is desirable.

### **Assessment**

Potential candidates will be contacted by Hiring Managers directly for further consideration.

### **Special Notice**

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 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, and three references. 2. Proof of enrollment (click on link to access and attach to your application: (<http://unon.org/content/internship-programme>), 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. The duration of an Internship is two months minimum; maximum is six months with a possibility for extension depending on the needs of the Organization. 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.

### **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 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.