

CARLO SCHMID PROGRAMME
 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
 PLACEMENT OFFER 2017/2018

Reference No.: CA, Brüssel - Operational and Analytical Activities

Name of host organisation	United Nations Office for Project Services (UNOPS) / Cities Alliance
Internship Coordinator	William Cobbett (Director)
Address	Rue Royale 94, 1000 Brussels, Belgium
Homepage	www.citiesalliance.org, www.unops.org

Placement Offer

Dates/duration	01.09.2017 - 28.02.2018, 6 months
Supervisor	Lisa Reudenbach
Detailed description of the internship project(s); tasks assigned	<p>The Cities Alliance is a global partnership for urban poverty reduction promoting and strengthening the role of cities in sustainable development. Hosted by UNOPS, it is a unique platform for international urban development cooperation, bringing together key actors including national governments, bilateral donors, multilateral organisations, associations of cities and Non-Governmental Organisations (NGOs).</p> <p>The candidate will be integrated in the Programme Unit Team of the Secretariat to support ongoing operational and analytical activities. The specific scope of work for this internship will include, but not be limited to, the following interrelated tasks:</p> <ol style="list-style-type: none"> 1. Substantive knowledge and results mining of the 2015 Catalytic Fund projects on Migration and the Inclusive City. The Catalytic Fund is a global innovation fund that provides grant support to innovative projects that aim to initiate urban transformation processes and create know-how and learning. The 2015 Call for proposals was focused on Migration and the Inclusive City, seeking to promote innovative policy responses and practical approaches that adopt an inclusive response to migrants, including access to land, services, employment opportunities as well as recognition and voice. Tasks will include: <ul style="list-style-type: none"> • Analyse the 2015 Migration Portfolio, including e.g. desk review of projects and telephone interviews with key project partners, to extract results, lessons learned and best practices. • Produce knowledge and communication products highlighting the captured results, e.g. website blogs, articles, project briefs, results documentations. 2. Preparation of Cities Alliance engagement at the World Urban Forum IX (WUF 9), to take place in Kuala Lumpur, Malaysia, in February 2018 <ul style="list-style-type: none"> • Support communications and advocacy activities, such as messaging, visual presence, social media. • Coordinate Cities Alliance participation in side events, e.g. requests from members/partners, applications and organisation of side events • Participate in this important global event on urban development and see how your preparatory work materialises into a successful Cities Alliance presence in Malaysia. 3. Provide substantive cross-support to the Secretariat's conceptual and operational activities, such as the Country Programmes in Liberia and Tunisia and the Joint Work Programmes, which are analytical and strategic activities focused on the following major policy issues: <ul style="list-style-type: none"> • Achieving Gender Equality: A platform for promoting the role of women in development and ensuring that gender equality is mainstreamed across Cities Alliance activities • Making Cities More Resilient: Bringing Cities Alliance members and partners together to promote resilient, resource-efficient urban planning • Promoting Equitable Economic Growth in Cities: A partnership to promote equitable economic growth in cities through global dialogue, knowledge production and piloting.

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Training components and learning elements	The internship is designed to provide training on the job. By contributing to knowledge and results management of the Cities Alliance Innovation Portfolio, especially on Migration and Inclusive Cities, as well as to the preparation of Cities Alliance presence at the WUF 9, the candidate will be able to enhance his or her qualifications in international development. Moreover, the candidate will have access to the online training opportunities provided by UNOPS. Based in Brussels the candidate will be offered to attend various networking and thematic events being organised by CA members and partners, the European Commission and other stakeholders and to work in an international and cosmopolitan environment. Being fully integrated in the secretariat, the placement will allow the candidate to experience the functioning of a global institution in a multi-stakeholder environment.
Participation in missions or training courses	The intern will participate at the World Urban Forum IX in Malaysia.
Additional comments	The position will be based in Brussels (Belgium)

Required Qualifications

Academic qualification (student, B.A., M.A.)	Minimum academic requirement: B.A. Intern MUST be enrolled in graduate programme for the duration of the internship!
Subjects	Urban Planning, Social Sciences or any related field to the scope of work of the Cities Alliance, as well as communications, project management or information management, with strong focus on international development
Language Skills	Excellent oral and written command of English. Skills in French, Portuguese and Spanish are considered an asset.
Computer literacy	Excellent working knowledge of standard Microsoft Office Software. Knowledge of social media applications and standard graphic design software would be an asset.
Internship-related experiences	The candidate should have experience in urban development issues in developing countries or a strong interest to engage in this topic. Experience in knowledge and results capture and communications is highly desired. Experience in project and events management will be considered an asset.
Additional skills/requirements	<ul style="list-style-type: none"> • High Motivation, • Excellent communication and interpersonal skills, • Strong writing ability and demonstrated analytical skills • Strong social media and web communication skills • Good problem solving and synthesis skills • Very good organization skills and methods and ability to undertake multiple tasks • Ability to work to deadlines • Openness and capacity to develop new areas of expertise • Ability to work in a multicultural environment

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Reference No.: EBRD1, London - Equity Funds

Name of host organisation	European Bank for Reconstruction and Development
Internship Coordinator	Scott Fitzgerald
Address	1 Exchange Square London EC2A 2JN
Homepage	www.ebrd.com

Placement Offer

Dates/duration	01.09.2017 – 28.02.2018, 6 months
Supervisor	Anne Fossemalle, Director, Equity Funds
Detailed description of the internship project(s); tasks assigned	<p>Tasks will include, but need not be limited to:</p> <ul style="list-style-type: none"> • In any given project, support the project team members with tasks from the project life cycle. Tasks may include project screening, due diligence, preparation of internal and external documentation and monitoring of projects. • Review institutional quality private equity funds in the Bank's countries of operation from public sources. Compile and update with information from EBRD sources to show equity fund activity in the region by dry powder, by fund focus, by country, by investment activity and by any other classification as required. • Industry analysis - analyse movement of the portfolio returns in light of the economic performance of each country, the sector and the overall financial crisis for circulation to the regional offices ('country factsheets'). Create or update these for each of the Bank's countries of operation. • Market studies - carry out an analysis of the funds operating in the Bank's region and create market studies as required for new projects. • Statistical analysis - support analysis on the Bank's equity funds' portfolio in order to prepare presentations, reports or briefing packs for internal or external consumption. • Support data analysis on the Bank's equity funds' portfolio, including identifying outliers and trends for input into internal and external reports on private equity performance. • Draft briefing notes on equity funds and other topics as required. • Any other ad hoc tasks as required
Training components and learning elements	<p>The most important learning for interns occurs 'on-the-job': this includes shadowing (working alongside a colleague to observe and learn the skills needs for a particular process- this means the colleague is on hand to answer any questions and deal with unexpected problems), informal coaching (an experienced member of staff will help the intern learn particular skills and processes through providing instructions and/or demonstrations), mentoring (intern is allocated a member of staff who acts as a guide and help. Throughout the internship, there are also opportunities to join Banking meetings, internal training opportunities, attend internal seminars/conferences/ discussion events organised by EBRD and meet external clients.</p>
Participation in missions or training courses	<p>The following EBRD courses are available to interns:</p>

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Reference No.: EBRD1, London - Equity Funds

	<ul style="list-style-type: none"> • The EBRD for Non Bankers • Exploring EBRD • On-line e-Orientation • You and the Project Cycle • Evaluation • Transition Environmental & Sustainability
Additional comments	The internship provides a solid base for someone interested in developing their knowledge of the private equity industry, the equity funds asset class, the fund of funds business, structuring commercially viable investments and the impact that these funds can have on the development of a country.

Required Qualifications

Academic qualification (student, B.A., M.A.)	BA/ BSc (or equivalent) degree from a leading university. A relevant post-graduate degree or recognised professional designation such as ACA or CFA is an advantage.
Subjects	None.
Language Skills	Excellent written and oral communications skills in English. Knowledge of Arabic, Turkish or any Eastern European language is an advantage but not required.
Computer literacy	Computer literacy with excellent Excel, Word and Power Point skills and ability to produce financial projections and financial models is a pre-requisite.
Internship-related experiences	Some relevant work experience preferred such as that gained from a leading investment bank, consultancy firm, accounting firm, private equity firm or asset management firm and/or other relevant private sector financial institutions, including investment companies. However, the key concern is that this should not be the first time the intern has worked in a business environment.
Additional skills/requirements	A strong interest in the economies of the region in which the EBRD operates and the policy objectives which underlie the EBRD's direct and third-party managed investment activities.

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Reference No.: EBRD2, London - Economics, Policy and Governance

Name of host organisation	Economics, Policy and Governance (EPG) Department, VP Policy and Partnerships at the European Bank for Reconstruction and Development (EBRD)
Internship Coordinator	Scott Fitzgerald
Address	1 Exchange Square London EC2A 2JN
Homepage	www.ebrd.com

Placement Offer

Dates/duration	01.09.2017 – 28.02.2018, 6 months
Supervisor	Elisabetta Falcetti, Director, Sector Economics and Policy
Detailed description of the internship project(s); tasks assigned	<p>The proposed Internship would be in the Economics, Policy and Governance (EPG) Department of the EBRD, which consists of a team of around 50 economists, political counsellors and economic analysts. EPG contributes to the operational, policy engagements and strategy work of the EBRD and provides intellectual leadership on the development of well-functioning market economies in the EBRD's countries of operation (COOs), which comprises all countries in Emerging Europe and Central Asia, Mongolia, and most recently Egypt, Jordan, Morocco and Tunisia, as well as Cyprus and Greece. It also supports better governance and business environment through a number of targeted products (including Investment Councils and Business Ombudsman institutions) and serves as the Bank's knowledge hub on economics, policy and governance. EPG also assesses compliance to Article 1 of the EBRD Articles of Agreement in the context of country strategies.</p> <p>The DAAD intern will work in one of EPG's three main pillars: (i) the Sector Economics and Policy (SEP); (ii) Country Economics and Policy (CEP); or (iii) Governance and Political Affairs (GPA). Key tasks and responsibilities will depend upon the pillar the DAAD intern will be assigned to and may include:</p> <ul style="list-style-type: none"> • Contributing to the analytical work underpinning the Country Diagnostics, which are prepared ahead of EBRD Country Strategies and are focused on identifying the most binding constraints to private sector growth and well-functioning markets in the COOs; • Assisting the economists in the CEP pillar in monitoring and assessing macroeconomic developments and structural reform progress in the Bank's countries of operation and contributing to the annual review of the EBRD sectoral transition indicators; • Assisting the economists in the SEP pillar, including supporting their relationship with the Banking and Risk Departments during all stages of sector and project work, from project design and assessment to post-signing monitoring; • Monitoring of the Bank's operations and policy engagements, including some travel to the region; • Contributing to the work of the GPA pillar by supporting the design and implementation of governance projects across the EBRD countries of operation as needed, as well as contributing to the political analysis carried out by the pillar; • Ad hoc assignments, including background research on specific companies or sectors, macro and other policy developments, drafting of briefings, presentations, and short sector analyses; Compilation and maintenance of relevant datasets.

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Training components and learning elements	The Internship will offer an opportunity to candidates to learn about the EBRD COOs and to collaborate with other departments of the EBRD. Depending on the assigned pillar, there would be an opportunity to specialise in macroeconomic analysis and risks; project finance and sector analysis; governance and political affairs. Internal training courses will be available to interns, depending on developmental needs.
Participation in missions or training courses	Travel to the COOs. Attendance to conferences.
Additional comments	

Required Qualifications

Academic qualification (student, B.A., M.A.)	As a minimum candidates must have a degree in economics or political affairs.
Subjects	Economics; Political Affairs
Language Skills	Excellent written and oral communication skills in English. Knowledge of one of the languages of the EBRD region would be an advantage.
Computer literacy	Strong analytical and quantitative skills, including knowledge of Excel and other standard software.
Internship-related experiences	
Additional skills/requirements	<ul style="list-style-type: none"> • Good organisational and multi-tasking skills; • Ability to plan and work unsupervised; Ability to work under pressure and meet tight deadlines; • Excellent interpersonal and team working skills; • Ability to operate sensitively in multi-cultural environments and build effective working relations with clients and colleagues.

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Reference No.: EBRD3, London - Research Pillar

Name of host organisation	European Bank for Reconstruction and Development
Internship Coordinator	Nikola Milushev
Address	1 Exchange Square London EC2A 2JN
Homepage	www.ebrd.com

Placement Offer

Dates/duration	01.09.2017 – 28.02.2018, 6 months
Supervisor	Ralph de Haas
Detailed description of the internship project(s); tasks assigned	The RA's duties will include, but may not be limited to, the following: <ul style="list-style-type: none"> • Contribute to drafting of working papers with research economists • Downloading, cleaning, preparing and documenting a variety of datasets on macroeconomic and microeconomic issues pertaining to recent developments in the transition region • Conducting statistical analyses based on these data and create graphs and charts to be utilized by research economists • Be involved in randomized controlled trials and other impact evaluations • Conducting literature reviews on various economic topics • Preparing presentations based on the abovementioned data and graphs
Training components and learning elements	
Participation in missions or training courses	<ul style="list-style-type: none"> • Participation in research-related missions on "as needed" basis • Option to participate in in-house EBRD training courses
Additional comments	

Required Qualifications

Academic qualification (student, B.A., M.A.)	A Master's degree in economics or a related field from a leading university; perhaps a Ph.D candidate. Candidates with a strong, quantitatively oriented economics degree at the Bachelor's level will be considered in exceptional cases.
Subjects	Micro & Macro Economics, Development Economics, Econometrics, Financial Economics/Banking.
Language Skills	Excellent written and oral communication skills in English. Knowledge of a language from our countries of operation is a plus.
Computer literacy	Strong quantitative skills. Knowledge of spreadsheet and econometric or statistical software (in particular STATA) would be a plus.
Internship-related experiences	Strong analytical skills in applied econometrics and prior experience in empirical analysis (in the form of work experience as a research assistant and/or authorship of an empirical thesis and/or (co-)authorship of relevant working papers or journal articles).
Additional skills/requirements	Good command of statistics and data analysis in general. Ability to work with large microeconomic and macroeconomic datasets. Familiarity with the EBRD region of operations, particularly work or study experience in the region, would be an advantage

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Reference No.: EUDEL, Genf - Political, Press and Communication Section

Name of host organisation	Delegation of the European Union to the UN and other international organisations in Geneva (EUDEL Geneva)
Internship Coordinator	Antje Knorr – Murielle Bouvier
Address	Rue du Grand Pré 64. 1211 Geneva 7
Homepage	http://eeas.europa.eu/delegations/un_geneva/index_en.htm

Placement Offer

Dates/duration	15.09.2017 - 15.03.2018, 6 months
Supervisor	Lucie Samcova – Antje Knorr
Detailed description of the internship project(s); tasks assigned	<p>The fellow will be working as a member of the Political, Press and Communication section. The fellow will work mainly on two major files (communication and policy coordination).</p> <p>Under Policy Coordination, he/she will assist in:</p> <ul style="list-style-type: none"> • the substantial preparation of weekly meetings of Heads of Missions of EU Member States and in reporting from these meetings; • in drafting the Delegation's weekly reports to headquarters; • providing input for briefings for the Head of Delegation; • other horizontal tasks as required. <p>The fellow's duties on Press and Communication involve:</p> <ul style="list-style-type: none"> • Drafting a daily press review for the EUDEL Geneva • Drafting news stories for the EUDEL website • Drafting press releases • Providing support in the organisation of events, conferences and campaigns • Attending conferences/meetings and report back to the EUDEL • Developing new ideas for attracting a wider audience via social media • Analysing audience outreach via e.g. Google analytics
Training components and learning elements	A traineeship in the Political, Press and Communication section provides the fellow with a unique opportunity to get a good horizontal understanding of all the areas covered by the delegation, including human rights, migration, disarmament, humanitarian issues, health, and economic affairs. The fellow will get a good insight into the full variety of the work of a communications officer in an EU Delegation. She/he will be exposed to the multilateral world in Geneva and its wide range of topics. She/he will be able to attend conferences/meetings and learn how to draft articles for different audiences (Website, Facebook). She/he will also become familiarized with political event planning.
Participation in missions or training courses	While the EUDEL does not have a training or mission budget for interns, we encourage them to attend trainings free of charge (e.g. UNITAR), as well as active participation in seminars and workshops
Additional comments	

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Reference No.: EUDEL, Genf - Political, Press and Communication Section

Required Qualifications

Academic qualification (student, B.A., M.A.)	
Subjects	Communications, Journalism, International Relations, Political Sciences, European studies
Language Skills	Excellent knowledge of English, plus good knowledge of French
Computer literacy	Good knowledge of Microsoft (Word, Excel, Powerpoint), understanding of social media an asset
Internship-related experiences	Geneva, being home to many UN agencies, provides an excellent opportunity to be exposed to the multilateral world and people from across the world. The intern will get a unique insight into the functioning of the UN world and will be encouraged to attend conferences according his/her interest. The Geneva internship association facilitates contacts between interns from the UN, NGOs and delegations, making the internship in Geneva not only an enriching experience in professional terms, but also on a personal level.
Additional skills/requirements	<p>To be considered for this placement, applicants must:</p> <ul style="list-style-type: none"> • hold a valid passport from one of the 28 EU Member States or a pre-accession State (currently Turkey, the former Yugoslav Republic of Macedonia, Montenegro, Iceland, Serbia and Albania) as well as Switzerland. • have completed a minimum three years of university-level courses, preferably in political science, law, economics, development studies, environment studies, human rights/humanitarian law or communications. • provide proof of comprehensive medical and accident insurance valid in Switzerland for the duration of the internship (covering hospitalization, surgery, and repatriation, if necessary). • have not already benefited from previous in-service training or employment (paid or unpaid) with any of the EU institutions or bodies, including a "Blue Book" traineeship (NB: a "Blue Book" candidate who has not actually performed that traineeship is however eligible to apply for an internship with the Delegation)

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Reference No.: FAO1, Rom - Early Warning – Early Action (EWEA)

Name of host organisation	Food and Agriculture Organization of the United Nations (FAO)
Internship Coordinator	Andreas Wuestenberg
Address	Food and Agriculture Organization of the United Nations (FAO) Agricultural Development Economics Division Economics and Social Development Department Viale delle Terme di Caracalla, 00153 Rome, Italy
Homepage	www.fao.org

Placement Offer

Dates/duration	01.09.2017 - 28.02.2018, 6 months
Supervisor	Andreas Wuestenberg Programme Officer (Early Warning – Early Action)
Detailed description of the internship project(s); tasks assigned	<p>FAO is currently implementing an Early Warning Early Action (EWEA) initiative with the aim to coordinate and harmonize early warning messages and to link them to early action to either prevent or mitigate anticipated crises before they occur. Under the direct supervision of the Programme Officer (EWEA), the intern will:</p> <ol style="list-style-type: none"> 1. Support the development and implementation of FAO's Early Warning/Early Action (EWEA) system at global level: <ul style="list-style-type: none"> - Support the development of the Global EWEA report - Compile, analyse and consolidate Early Warning information from various FAO internal and external - Support the coordination of FAO inter-departmental working groups established within the FAO's EWEA system for the development of the EWEA report - Support the preparation of FAO inputs for the Inter-Agency Standing Committee (IASC) EWEA report 2. Support the development and implementation of FAO's EWEA system at country level: <ul style="list-style-type: none"> - Support FAO Country Offices in the development of EWEA strategies and project proposals - Support the development of monitoring mechanisms for country-specific triggers at country, regional and HQ level - Support the development of country level Early Action Plans and Standard Operating Procedures (SOPs) 3. Support the reporting aspects of the EWEA project: <ul style="list-style-type: none"> - Draft briefs, prepare presentations and support the development of other communication products and strategies for the project - Compile and disseminate EWEA success stories and best practices - Perform other duties as required

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Reference No.: FAO1, Rom - Early Warning – Early Action (EWEA)

Training components and learning elements	At the end of the internship, the incumbent will have a good understanding of FAO's mandate and its role in protecting food security and agriculture in crisis settings. In particular, the intern will learn how to collect, analyse and present early warning information in a way that they are relevant to decision makers. In addition, s/he will become familiar with effective linking early warning information with early actions in order to prevent or mitigate risks in the areas of food security and agriculture.
Participation in missions or training courses	Possible field mission to one of 6 pilot countries (to be confirmed)
Additional comments	

Required Qualifications

Academic qualification (student, B.A., M.A.)	A first-level university degree (Bachelor) or higher.
Subjects	Agriculture, economics, management, international relations, development and/or humanitarian studies, social sciences or another field relevant to food security and/or early warning early action.
Language Skills	Fluency in English with excellent drafting and editing skills. Fluency in French and/or Spanish.
Computer literacy	Microsoft Office (Word, Excel, Powerpoint), Internet applications
Internship-related experiences	<ul style="list-style-type: none"> - Familiarity with development and/or humanitarian issues, either through academic studies or volunteer/internship experience in developing countries.
Additional skills/requirements	<ul style="list-style-type: none"> - Ability to write clearly and concisely in English - Excellent analytical skills - Ability to deliver outputs by agreed deadlines – sometimes at very short notice

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Reference No.: FAO2, Lima - Agriculture and Rural Development

Name of host organisation	The Food and Agriculture Organization of the United Nations (FAO), Peru Representation.
Internship Coordinator	Micaela Rosello, FAO Peru Administrator
Address	John Preissing, FAO Peru Country Representative Calle Manuel Almenara 328; La Urb. La Aurora, Miraflores, Lima Peru, 018
Homepage	http://www.fao.org/peru/es/

Placement Offer

Dates/duration	01.09.2017 - 30.06.2018, 10 months
Supervisor	María Elena Rojas, Assistant FAOR Representative
Detailed description of the internship project(s); tasks assigned	<p>FAO Peru's mission is to promote food security and nutrition; small scale family farming; natural resource management (forestry and fisheries); and disaster relief and climate change resilience. FAO supports these areas by helping national and sub-national governments with policy, laws, program design and implementation, monitoring and supervision, capacity building, and generating evidence based studies.</p> <p>As part of the new regime of SDGs, FAO is working most closely with 2 (zero hunger); 6 (water use and management); 12 (sustainable production and consumption); 13 (climate change); 14 (hydro biologic resources); and 15 (forest resources). The majority of the activities listed here fall under the Peru UNDAF group Inclusive Economic Development. The Intern will be asked to focus on:</p> <ol style="list-style-type: none"> 1. Support the program and operational activities of the UNDAF Economic Development group – planning, programs, and reporting, 2. Support the implementation of the Joint Programs and FAO Family Farming projects, including aiding in the proposal writing, project monitoring, report development, and field missions (at least two field missions during the 10 month period). 3. Prepare Two Concept Notes for Technical Workshops on Inclusive Economic Development and Territorial Development and aid in all aspects of their implementation. 4. Support the micro-project FAO fund, Telefoods, for completion with the local counterparts. 5. Participate in major UNDAF and FAO events during the 10 month period (fairs, conferences, etc).
Training components and learning elements	There are specific training courses (see below) plus several informal training activities based on food security and nutrition, decent employment, rural poverty alleviation, and natural resource management. There will also be guided support for the activities mentioned above.
Participation in missions or training courses	<ol style="list-style-type: none"> 1. UN Safety and Security (requirement); 2. Participate in 2-4 in country level workshops on SDGs and FAO work areas; 3.FAO project cycle online training, 4. FAO Food Security Training. 4. Rural Youth learning module. 2. Participate in at least two field missions (to Alto Andino and Jungle areas).
Additional comments	While agriculture, animal science, fisheries, natural resource management, or rural development/economics or sociology are valuable academic backgrounds; public policy, gender, and governance are also relevant. Please note working level Spanish is essential.

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Reference No.: FAO2, Lima - Agriculture and Rural Development

Required Qualifications

Academic qualification (student, B.A., M.A.)	M.A.
Subjects	Agriculture, Animal Science, Agriculture Economics, Rural Sociology, Food Security and Nutrition, Rural Development, Public Policy, Gender.
Language Skills	Good working knowledge of Spanish is essential.
Computer literacy	Working knowledge of basic software, including Word, spreadsheet, graphics, powerpoint, and some social media.
Internship-related experiences	Agriculture and Rural development, food security, and public policy
Additional skills/requirements	Good writing and analytical skills, ability to work well in teams, creativity, and cross cultural skills. Familiarity with UN and the new Sustainable Development Goals.

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Reference No.: FAO3, Rom - Disaster Risk and Climate Change

Name of host organisation	Food and Agriculture Organization of the United Nations
Internship Coordinator	Mr Stephan Baas
Address	Viale delle Terme di Caracalla 00153, Rome, Italy
Homepage	www.fao.org

Placement Offer

Dates/duration	01.09.2017 – 28.02.2018, 6 months
Supervisor	Mr Stephan Baas
Detailed description of the internship project(s); tasks assigned	<p>Internship : “Resilience to natural hazards, disaster risk and climate change” Under the direct supervision of the Strategic Advisor on Resilience of the Strategic Programme on “Increasing the resilience of livelihoods to shocks and crisis” (SO5) in close collaboration with the other officers from various technical departments and members of the Main Area of Work on Natural hazards (MAW-NH) under FAO Strategic Objective on Resilience, the intern will in broad terms assist the work stream on disaster risk reduction of the FAO Strategic Objective on Resilience (SO5) and in the implementation of FAO’s Framework Programme on Disaster Risk Reduction for Food and Nutrition Security (http://www.fao.org/docrep/015/i2540e/i2540e00.pdf). More specifically this will include to</p> <ul style="list-style-type: none"> ○ Assist the SO5 Strategic Advisor on DRR/M in coordination, including preparation and facilitation and documentation of meetings and preparation of talking points, an in delivery of technical support to cooperative studies, work plans, project development and review of on-going projects. ○ Assist the Support Team for the UN Secretary General’s Initiative on Climate Resilience A2R (Absorb, Anticipate and Reshape) based in FAO in background research, production of newsletters, support for the development of web-based content and other related communications activities. ○ Assist in capacity development activities in the field of cross-sectoral risk governance, resilience building to natural hazards and its linkages with CCA. Missions into developing countries/projects to serve as co-trainer of training events are possible if travel cost can be found from external (but FAO) sources. ○ Prepare an analytical paper/article for publication together with supervisor as co-author on a theme related to resilience building to natural hazards, DRR and /or CCA for food and nutrition security; details to be determined based joint, common interest
Training components and learning elements	Concepts of resilience and DRR; the differences, synergies and operational linkages of DRR and CCA; institutional analysis of DRR systems; International framework for DRR in the agriculture, food and nutrition security sector; FAO’s capacity development tools and e-learning courses; documentation of practical lessons learned from the implementation of field projects and documentation of validated good practices and technologies for the agricultural sectors (crops, fisheries, forestry, livestock) and natural resources management.
Participation in missions or training courses	Participation in meetings, conferences, training courses at HQ; missions (tbd)
Additional comments	

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Reference No.: FAO3, Rom - Disaster Risk and Climate Change

Required Qualifications

Academic qualification (student, B.A., M.A.)	Completed a Master degree in e.g. agriculture, rural development, natural resources management, development studies, geography, climate science or related fields.
Subjects	With preferably courses related to agriculture in tropics and sub-tropics, food security, disaster risk reduction and management, climate change adaptation
Language Skills	Excellent knowledge of English; additional language will be an asset
Computer literacy	Excellent computer skills: sound, hands-on, knowledge of standard office software (word processing, spreadsheets, databases, etc.)
Internship-related experiences	Has excellent research, writing and analytical skills; Can establish and maintain effective working relations with people from diverse backgrounds; Has a demonstrated interest in the work of the United Nations and in particular in the work of FAO;
Additional skills/requirements	Participation in training courses or postgraduate studies on disaster risk reduction or climate change adaptation or international relations in the respective fields will be an asset Good knowledge of global frameworks and agendas related to climate change, disaster risk reduction and resilience (desirable)

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Reference No.: GGKP, Genf - Green Growth Research and Analysis

Name of host organisation	Green Growth Knowledge Platform, hosted by the United Nations Environment Programme
Internship Coordinator	Benjamin Simmons, Head of Secretariat, GGKP
Address	Maison Internationale de l'Environnement 11-13 Chemin des Anémones, 1219 Chatelaine, Geneva, Switzerland
Homepage	www.greengrowthknowledge.org

Placement Offer

Dates/duration	01.09.2017 – 28.02.2018, 6 months
Supervisor	Benjamin Simmons, Head of Secretariat, GGKP
Detailed description of the internship project(s); tasks assigned	<p>The Green Growth Knowledge Platform (GGKP) is a global network of 50 international organisations, research institutes, and think tanks focused on promoting a green economy transition by:</p> <ul style="list-style-type: none"> - identifying major knowledge gaps in green growth theory and practice and addressing these gaps by promoting collaboration and coordinated research; and - using world-class knowledge management and communication tools to provide practitioners, policymakers, and other experts with opportunities to access, share, and utilize green growth policy analysis, guidance, information, and data. <p>Under the direct supervision of the GGKP Head of Secretariat, the intern will be responsible for the following:</p> <ul style="list-style-type: none"> - Support the GGKP research committees through the development of background research documents and organizing virtual meetings; - Collect and draft, as appropriate, short summaries and abstracts of green growth research and analysis; - Identify and collect green growth and related policies enacted at the national level; - Assist in the development of content for the GGKP web platform, including news updates, event announcements and blog posts; - Identify, collect and categorize green growth resources to be part of the GGKP resources library and learning page, including green growth research and analysis, training courses, multimedia and online tools; - Track various knowledge sharing mechanisms, such as online knowledge sharing platforms, internal communication groups, topical conferences, etc., and report on key developments, news or events relevant to GGKP or its users; and - Assist in the identification, design and implementation of new knowledge sharing processes and mechanisms for the GGKP, including those which capitalize on the GGKP's web platform.
Training components and learning elements	During the internship, the intern will gain an understanding of the functioning and the day-to-day work in an international organization and initiative, and by doing so, enhancing his/her qualifications for a career in a similar organization. Furthermore, the intern will have the opportunity to expand his/her skills in identifying, managing and sharing green growth knowledge by contributing and supporting the ongoing work of GGKP. In addition the candidate will strengthen his/her interpersonal communication skills by working in an innovative and dynamic team.
Participation in missions or training courses	Interns are encouraged to attend conferences, roundtables, workshops and other networking and thematic events that take place in Geneva.

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 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
 PLACEMENT OFFER 2017/2018

Reference No.: GGKP, Genf - Green Growth Research and Analysis

Additional comments	The internship is unpaid and full-time.
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Required Qualifications

Academic qualification (student, B.A., M.A.)	The candidate should be enrolled in a Master's or PhD programme or recently graduated (if selected, the intern must commence the internship within a one-year period of graduation).
Subjects	International Affairs, Economics, Political Science, International Affairs, Environmental Studies, or another related field
Language Skills	For the internship, fluency in oral and written English is required. Knowledge of another UN language (Arabic, Chinese, French, Russian and Spanish) is desirable.
Computer literacy	The intern must be computer literate in standard software applications.
Internship-related experiences	Applicants are not required to have professional work experience for participation in the programme.
Additional skills/requirements	<p>The required core competencies of the candidate are the following.</p> <p>Communication:</p> <ul style="list-style-type: none"> - 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. <p>Teamwork:</p> <ul style="list-style-type: none"> - Works collaboratively with colleagues to achieve organizational goals; - Solicits input by genuinely valuing others' ideas and expertise and 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. <p>Accountability:</p> <ul style="list-style-type: none"> - Takes ownership of all responsibilities and honours commitments; - Delivers outputs for which one has responsibility within prescribed time, cost and quality standards; - Operates in compliance with organizational regulations and rules; - Supports subordinates, provides oversight and takes responsibility for delegated assignments; - Takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

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Reference No.: IDB1, Washington D.C. - Strategic Risk Management

Name of host organisation	Inter-American Development Bank IDB
Internship Coordinator	Mireya Cruz
Address	1300 New York Ave Washington DC 20577
Homepage	www.iadb.org

Placement Offer

Dates/duration	05.09.2017 – 04.03.2018, 6 months
Supervisor	Jonas de Oliveira Campino
Detailed description of the internship project(s); tasks assigned	<p>The intern will work with the Strategic Risk Management Unit in the Office of Risk Management.</p> <p>The intern will:</p> <ul style="list-style-type: none"> • Employ the use of database, spreadsheet, and statistical tools to assist with data extraction and analysis related to severing risk and project risk in the Latin American region. • Learn about and employ risk metrics and concepts to develop insights related to specific tasks. • Synthesize conclusions and present results to the group in an objective and actionable basis.
Training components and learning elements	<p>The intern will benefit from the daily interaction with the Risk Management staff to gain practical knowledge about the Bank's capital adequacy functions and management. The intern will work closely with the supervisor to gain familiarity with terminology, concepts, and tools needed to successfully complete the work, and will also be expected to participate in staff meetings. Moreover, the intern is encouraged to utilize the internal learning resources offered by the organization for which the intern may qualify, based on the Bank's internal policies and procedures. The candidate will also have access to an array of databases and articles, subject to the relevance of the work being performed.</p>
Participation in missions or training courses	<p>The intern may qualify for internal training offered by the Bank, subject to the Bank's internal policies and procedures, and its relevance to the work being performed.</p> <p>Mission travels are not allowed under this program.</p>
Additional comments	<p>The intern will be assigned a work station with a desk, telephone, and computer with access to the internet/intranet, as well as access to appropriate software and systems.</p> <p>After an initial period of adaptation and familiarization, the intern is expected to independently carry out the work, and be proactive in reaching out to the supervisor when appropriate to receive guidance and support in the execution of tasks. The intern is expected to follow all the rules and procedures of the organization that apply for internships.</p>

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 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
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Reference No.: IDB1, Washington D.C. - Strategic Risk Management

Required Qualifications

Academic qualification (Current undergraduate / graduate student; B.A.; M.A.)	BA in Business, Finance, Economics and related areas. Intern MUST be enrolled in graduate programme for the duration of the internship!
Subjects	Business, Finance, Economics and related areas.
Language Skills	Proficiency in English; working knowledge of Spanish and Portuguese is a plus.
Computer literacy	General business level knowledge of MS office, and MS Excel in particular. Some knowledge of MS Access desirable.
Internship-related experiences	The intern is expected to have demonstrated a commitment to learning and personal growth in the academic setting.
Additional skills/requirements	<ul style="list-style-type: none"> • Familiarity with economic databases from World Bank, IMF, BIS and similar, would be a plus. • Some knowledge of econometric tools would be a plus. <p>The candidate must meet all of the following requirements (mandatory):</p> <ul style="list-style-type: none"> • Citizen of one of the Bank's member countries. • Has not reached the age of 31 as of January 1 of the year of participation in the program. • Candidates hired in the past by the IDB Summer/Winter Intern Program, or any other contract modalities do not qualify. • Family members or close relatives of IDB employees are not eligible. This restriction applies to candidates within and including the 4th degree of consanguinity and the 2nd degree of affinity.

CARLO SCHMID PROGRAMME
 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
 PLACEMENT OFFER 2017/2018

Reference No.: IDB2, Washington D.C. - Credit Risk Management

Name of host organisation	Inter-American Development Bank
Internship Coordinator	Mireya Cruz
Address	1300 New York Ave Washington DC 20577
Homepage	www.iadb.org

Placement Offer

Dates/duration	05.09.2017 – 04.03.2018, 6 months
Supervisor	Alfredo Rodriguez
Detailed description of the internship project(s); tasks assigned	<p>The intern will work with the Credit Risk Management Unit in the Office of Risk Management.</p> <p>The intern will:</p> <ul style="list-style-type: none"> • Support the independent credit risk assessment of issuers, counterparties and instruments in the investment and derivative portfolio of the Bank. • Work closely with multidisciplinary teams in determining the appropriateness of prospective investment alternatives, issuers, and instruments for the Bank's Treasury Portfolio. • Support the ongoing risk monitoring of issuers / counterparties in assigned sectors, including risk indicators, rating actions and market developments. • Provide support to the preparation of documents and PowerPoint presentations • Provide support to RMG/RMC staff working on various initiatives to strengthen credit risk management models.
Training components and learning elements	<p>The intern will benefit from the daily interaction with the Risk Management staff to gain practical knowledge about the credit assessment and monitoring of issuers and counterparties in the Bank's Treasury and Derivatives Portfolio.</p> <p>The intern will work closely with the supervisor to gain familiarity with terminology, concepts, and tools applied in analysing financial institutions and potentially other issuers. The intern will participate in staff meetings within the Unit and the Office of Risk Management which will allow the intern to gain exposure to other risk management areas. . Moreover, the intern is encouraged to utilize the internal learning resources offered by the organization for which the intern may qualify, based on the Bank's internal policies and procedures.</p> <p>The candidate will also have access to an array of databases and tools, such as Bloomberg, and rating agencies research websites and articles, subject to the relevance of the work being performed.</p>
Participation in missions or training courses	<p>The intern may qualify for internal training offered by the Bank, subject to the Bank's internal policies and procedures, and its relevance to the work being performed. Mission travels are not allowed under this program.</p>
Additional comments	<p>The intern will be assigned a work station with a desk, telephone, and computer with access to the internet/intranet, as well as access to appropriate software and systems.</p> <p>After an initial period of adaptation and familiarization, the intern is expected to independently carry out the work, and be proactive in reaching out to the supervisor when appropriate to receive guidance and support in the execution of tasks. The intern is expected to follow all the rules and procedures of the organization that apply for internships.</p>

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 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
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Reference No.: IDB2, Washington D.C. - Credit Risk Management

Required Qualifications

Academic qualification (Current undergraduate / graduate student; B.A.; M.A.)	BA in Business, Finance, Economics and related areas. Intern MUST be enrolled in graduate programme for the duration of the internship!
Subjects	Business, Finance, Economics and related areas.
Language Skills	Proficiency in English; working knowledge of Spanish and Portuguese is a plus.
Computer literacy	General business level knowledge of MS office, MS PowerPoint and MS Excel in particular.
Internship-related experiences	The intern is expected to have demonstrated a commitment to learning and personal growth in the academic setting. The intern is expected to have familiarity with concepts and be interested in financial analysis and financial risk management.
Additional skills/requirements	Familiarity with economic databases from World Bank, IMF, BIS and similar, would be a plus. The candidate must meet all of the following requirements (mandatory): <ul style="list-style-type: none"> • Citizen of one of the Bank's member countries. • Has not reached the age of 31 as of January 1 of the year of participation in the program. • Candidates hired in the past by the IDB Summer/Winter Intern Program, or any other contract modalities do not qualify. • Family members or close relatives of IDB employees are not eligible. This restriction applies to candidates within and including the 4th degree of consanguinity and the 2nd degree of affinity.

CARLO SCHMID PROGRAMME
 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
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Reference No.: IDB3, La Paz - Rural Development Disaster Risk Management

Name of host organisation	Environment, Rural Development Disaster Risk Management Division (RND) Climate Change and Sustainable Development Sector (CSD) Inter-American Development Bank
Internship Coordinator	Juan Manuel Murguia Baysse, Ph.D. Natural Resources Specialist
Address	Juan Manuel Murguia Baysse La Paz, Bolivien
Homepage	<ol style="list-style-type: none"> 1) Climate Change and Sustainable Development Sector (CSD) 2) Environment and Natural Disasters (Forestry; Natural Disasters); 3) Agriculture and Rural Development (Agriculture and Food Security); 4) Sustainable Tourism (Tourism)

Placement Offer

Dates/duration	01.09.2017 - 30.06.2018, 10 months
Supervisor	Juan Manuel Murguia Baysse, Ph.D. is a Natural Resources Specialist at the IDB. He has a Ph.D. in Economics from Iowa State University and specializes in Environmental and Agricultural Economics. Before joining the IDB, he was an Assistant Professor at the Department of Agribusiness and Agricultural Economics at North Dakota State University where he conducted research, taught at the undergraduate and graduate level, and acted as supervisor of graduate dissertations.
Detailed description of the internship project(s); tasks assigned	<p>The location of the internship is in La Paz, Bolivia, with the Environment, Rural Development Disaster Risk Management Division (RND), that is within the <u>Climate Change and Sustainable Development Sector (CSD)</u>, at the <u>Inter-American Development Bank</u>.</p> <p>The intern will be working as a research assistant on two or more of the following topics according with her interests:</p> <ol style="list-style-type: none"> 1) Determinants of Amazon deforestation 2) Rural Environmental cadaster as a tool for land management 3) Land titling effects on productivity and food security 4) Rural roads effects on agricultural productivity and deforestation 5) Irrigation effects on agricultural productivity, poverty reduction and food security <p>Within each topic there are different possibilities to work on: impact evaluation analysis of projects financed by the IDB, economic research using spatial econometrics, and development of tools to improve policy oriented decisions.</p>
Training components and learning elements	<p>The training will be hands on, while working on research under my supervision, and MOOC courses from accredited universities may be taken on a case base. Activities will include: literature reviews, database management (including GIS databases), econometric estimations, academic writing, and as a final product at least two papers to be submitted to peer review processes.</p> <p>Papers should be presented at congresses for peer feedback. Possible congresses are LACEA and AAEA annual meetings, as well as congresses in Bolivia. The intern is expected to be the presenter of at least one of the papers to improve her presentation skills. The IDB will not cover the expenses related to these congresses.</p>

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Reference No.: IDB3, La Paz - Rural Development Disaster Risk Management

Participation in missions or training courses	Participation in training courses will only be provided through MOOCs as needed according to the topics the intern will work on.
Additional comments	<p>It is expected that the intern will work full time. A timeline will be set for the internship with goals to achieve. Weekly meetings will be held with the supervisor and there will also be an open door policy to address any questions during the rest of the week.</p> <p>Bolivia is an extremely beautiful country, highly diverse (from the amazon forest to deserts), safe to live and to travel, with low cost of living and many places to visit during the weekends. See https://www.youtube.com/user/boliviateespera/videos for more information.</p>

Required Qualifications

Academic qualification (student, B.A., M.A.)	At least M.A. student in Economics or other field with excellent quantitative and programming skills related to natural resources, applied economics, and agricultural economics.
Subjects	Economics, Environmental Economics, Agricultural Economics.
Language Skills	Although not a requirement, Spanish knowledge is recommended for daily life.
Computer literacy	An excellent knowledge of econometrics and econometric programming is required. In particular Stata, R, and ArcGIS, are important. Knowledge of other econometric programs is also of interest.
Internship-related experiences	Previous experiences as research assistant are important. In particular, Spatial Microeconometrics and Survival Analysis research experience is a plus. Good academic writing and previous publications in peer review journals are highly valued.
Additional skills/requirements	Polite, teamplayer, hardworker, selfdriven, and creative are the type of softskills required.

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Reference No.: IDB4, Washington D.C – Research Department

Name of host organisation	Inter-American Development Bank
Internship Coordinator	Mireya Cruz
Address	1300 New York Avenue, NW. Washington, DC. 20577 USA
Homepage	www.iadb.org

Placement Offer

Dates/duration	05.09.2017 – 04.03.2018, 6 months
Supervisor	Guillermo Vuletin
Detailed description of the internship project(s); tasks assigned	<p>My research focuses on open economy macroeconomics with particular emphasis on fiscal and monetary policies in developed and developing countries. I have also been working on macro-development issues related to institutions and political economy. During the second part of the 2017 year I plan to continue working on several fiscal projects (e.g. tax multipliers, procyclicality of government spending, the countercyclical role of fiscal transfers) and start some new ones which involve the evaluation of fiscal rules on fiscal performance and output volatility.</p> <p>The candidate's responsibility will be to gather and organize dataset that is available online and also to print sources which need to be digitized. For this reason knowledge of Excel is required and STATA is a plus. Besides gathering the data and putting it in a usable format in Excel, data sources must be carefully documented and the data described in detail. He/she will also help me to construct new variables using basic variables from different dataset as well as perform statistical analysis. The candidate will also be crucially engaged in the conception, development, and brainstorming session of the research projects. This critical thinking component and exposure will help shape and actively participate in the way policy research oriented researchers and teams actually conduct research.</p>
Training components and learning elements	Data gathering and organization, statistical software, research in international economics, macroeconomics, development and institutions
Participation in missions or training courses	The intern may qualify for internal training offered by the Bank, subject to the Bank's internal policies and procedures, and its relevance to the work being performed. Mission travels are not allowed under this program.
Additional comments	For more details about research agenda see www.guillermovuletin.com

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 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
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Reference No.: IDB4, Washington D.C – Research Department

Required Qualifications

Academic qualification (Current undergraduate / graduate student; B.A.; M.A.)	Completed BA
Subjects	Economics, International macroeconomics, development economics
Language Skills	
Computer literacy	
Internship-related experiences	Strong background in Economics and Statistics
Additional skills/requirements	<p>The candidate must meet all of the following requirements (mandatory):</p> <ul style="list-style-type: none"> • Citizen of one of the Bank's member countries. • Has not reached the age of 31 as of January 1 of the year of participation in the program. • Candidates hired in the past by the IDB Summer/Winter Intern Program, or any other contract modalities do not qualify. • Family members or close relatives of IDB employees are not eligible. This restriction applies to candidates within and including the 4th degree of consanguinity and the 2nd degree of affinity.

CARLO SCHMID PROGRAMME
 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
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Reference No.: IDB5, Washington D.C. – Transport Division

Name of host organisation	Inter-American Development Bank
Internship Coordinator	Mireya Cruz
Address	1300 New York Avenue, NW. Washington, DC. 20577 USA
Homepage	www.iadb.org

Placement Offer

Dates/duration	05.09.2017 – 04.03.2018, 6 months
Supervisor	Nestor Roa, Transport Division Chief
Detailed description of the internship project(s); tasks assigned	<p>The general objective of the internship is to strengthen the strategic planning processes, research, generation and dissemination of knowledge and enhance the value added of the division in the sector activities.</p> <p>The intern will perform the following activities</p> <ul style="list-style-type: none"> • Participate in the development of transport strategies, frameworks and other sectoral strategic guidelines to guide the work of the division. • Develop research initiatives, related to technical, economic and operational issues of transport operations in the region. Research topics may include issues related to adaptation to transport and climate change, energy efficiency of transport systems and vehicles, transport economics, the impacts of transport on competitiveness, productivity and accessibility, transport project risk analysis and prevention of cost overruns, contract management , and regulatory analysis, among others. • Consolidate the experiences of TSP in different types of projects and support the exchange of knowledge derived from lessons learned from project implementation in coordination with teams in country offices and headquarters • Support the process of synthesizing prior studies conducted by the division under the strategic areas, summarizing the main conclusions of such studies and making recommendations on how the study results may be best incorporated into projects the division is implementing or initiating in the region by the division; in order to strategically position TSP knowledge products within the Bank and their respective beneficiaries • Support Transport Division staff in development of studies and project impact evaluations including assistance with the development of technical and rigorous methodologies and/or data analysis. • Promote multi-sectoral synergies with other divisions and departments of the Bank, as well as identify and consolidate strategic alliances with external actors • Participate in the preparation of learning events and dissemination of knowledge of the division
Training components and learning elements	<p>The intern will be encouraged to participate in the conferences, BBLs and workshops organized by the Transport Division, and the ones of his/her interest by the Bank.</p> <p>Mission travels are not allowed under this program.</p>
Participation in missions or training courses	The intern may qualify for internal training offered by the Bank, subject to the Bank's internal policies and procedures, and its relevance to the work being performed.
Additional comments	

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Reference No.: IDB5, Washington D.C. – Transport Division

Required Qualifications

Academic qualification (Current undergraduate / graduate student; B.A.; M.A.)	The <u>minimum</u> academic requirement: B.A. graduate student
Subjects	Civil engineering or related fields The intern shall be a college graduate, preferably in areas related to transportation infrastructure: civil engineering, roads, canals and ports, or related fields.
Language Skills	English and Spanish
Computer literacy	Management of statistical packages (Stata, R, etc.), processing and data analysis, MS Office skills
Internship-related experiences	
Additional skills/requirements	<p>Must have knowledge and experience in research projects in infrastructure, and additional studies on social and economic issues, with a relevant academic experience. A strong training in quantitative and analytical issues is desirable.</p> <p>The candidate must meet all of the following requirements (mandatory):</p> <ul style="list-style-type: none"> • Citizen of one of the Bank’s member countries. • Has not reached the age of 31 as of January 1 of the year of participation in the program. • Candidates hired in the past by the IDB Summer/Winter Intern Program, or any other contract modalities do not qualify. • Family members or close relatives of IDB employees are not eligible. This restriction applies to candidates within and including the 4th degree of consanguinity and the 2nd degree of affinity.

CARLO SCHMID PROGRAMME
 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
 PLACEMENT OFFER 2017/2018

Reference No.: IDB6, Washington D.C. - Fiscal and Municipal Specialist

Name of host organisation	Inter-American Development Bank
Internship Coordinator	Mireya Cruz
Address	1300 New York Avenue, NW. Washington, DC. 20577 USA
Homepage	www.iadb.org

Placement Offer

Dates/duration	05.09.2017 – 04.03.2018, 6 months
Supervisor	Leslie Harper, Fiscal and Municipal Specialist (IFD/FMM)
Detailed description of the internship project(s); tasks assigned	<p>The Public Procurement Modernization team of the Fiscal and Municipal Management Division coordinates the topic of public procurement reform and modernization for the Institutions for Development Department. This includes developing financial and non-financial products (loans and technical assistance programs) for the countries as well as develops knowledge products and events to promote the topic in the IDB and around the region.</p> <p>The intern will:</p> <ul style="list-style-type: none"> • Carryout research and prepare inputs for public procurement related loans and grants • Help organize knowledge events • Support IFD’s participation in the Inter-American Network on Government Procurement. • Work on database of governance indicators • Develop inputs for knowledge products such as studies and sector notes. • Participate in missions as needed.
Training components and learning elements	<p>There will be numerous training and learning opportunities throughout the year, which the intern would be welcome to participate in, including conferences, BBLs and training programs in the topic.</p> <p>Mission travels are not allowed under this program.</p>
Participation in missions or training courses	The intern may qualify for internal training offered by the Bank, subject to the Bank’s internal policies and procedures, and its relevance to the work being performed.
Additional comments	

CARLO SCHMID PROGRAMME
 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
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Reference No.: IDB6, Washington D.C. - Fiscal and Municipal Specialist

Required Qualifications

Academic qualification (Current undergraduate / graduate student; B.A.; M.A.)	The intern should have at least an undergraduate degree and either have an MA or be a current graduate student.
Subjects	Public Administration would be ideal, other related subjects such as economics; Latin American Studies, etc. would be acceptable.
Language Skills	Fluency in English and knowledge of Spanish or Portuguese (Spanish preferred).
Computer literacy	Advanced Microsoft Office. Stata or similar software would be useful but not required.
Internship-related experiences	Previous work/knowledge of Latin America would be ideal as would some knowledge of public procurement, public administration or reform.
Additional skills/requirements	<p>The ideal candidate would be flexible and able to work in a fast paced, multicultural environment. The candidate would also have good writing skills and previous work with indicators.</p> <p>The candidate must meet all of the following requirements (mandatory):</p> <ul style="list-style-type: none"> • Citizen of one of the Bank's member countries. • Has not reached the age of 31 as of January 1 of the year of participation in the program. • Candidates hired in the past by the IDB Summer/Winter Intern Program, or any other contract modalities do not qualify. • Family members or close relatives of IDB employees are not eligible. This restriction applies to candidates within and including the 4th degree of consanguinity and the 2nd degree of affinity.

CARLO SCHMID PROGRAMME
 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
 PLACEMENT OFFER 2017/2018

Reference No.: IDB7, Washington D.C. – Staff Retirement Plan Administration Unit

Name of host organisation	Inter-American Development Bank
Internship Coordinator	Mireya Cruz
Address	1300 New York Avenue, NW. Washington, DC. 20577 USA
Homepage	www.iadb.org

Placement Offer

Dates/duration	05.09.2017 – 04.03.2018, 6 months
Supervisor	E. Shepard Farrar, VPF/SRP
Detailed description of the internship project(s); tasks assigned	<p>VPF/SRP oversees five Pension and Postretirement Funds totalling over \$5.5 billion in assets: three defined benefit pension funds (Staff, Local and Complementary Staff), one postretirement benefits and a retiree life insurance fund. The Funds are diversified and invested in 12 asset classes. The Funds are included in the Bank's risk management and financial accounting processes, which adds tasks related to: reporting, analysis and documentation. Some of the responsibilities of managing the Funds are: external manager monitoring, compliance, performance and accounting reporting, industry analysis, and as Bank management and Directors require additional information for decision-making.</p> <p>Description of Activities</p> <ul style="list-style-type: none"> • Assist in asset class research, including: Private infrastructure, public infrastructure and private equity. • Assist in analysis of tactical asset allocation and impact investments. • Assist in regular performance, transactions, and reconciliations. • Assist in creating a monitoring dashboard: risk, activities, operations, performance. • Assist in reviewing and preparing power point presentations to governing committees.
Training components and learning elements	<ul style="list-style-type: none"> • Investment analysis • Portfolio modelling • Spreadsheet formulas
Participation in missions or training courses	<p>The intern may qualify for internal training offered by the Bank, subject to the Bank's internal policies and procedures, and its relevance to the work being performed.</p> <p>Mission travels are not allowed under this program.</p>
Additional comments	

CARLO SCHMID PROGRAMME
 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
 PLACEMENT OFFER 2017/2018

Reference No.: IDB7, Washington D.C. – Staff Retirement Plan Administration Unit

Required Qualifications

Academic qualification (Current undergraduate / graduate student; B.A.; M.A.)	A current student working towards a PhD, Master's degree or post-graduate program, in areas related to accounting, finance, economics, statistics, in an accredited university. Intern MUST be enrolled in graduate programme for the duration of the internship!
Subjects	
Language Skills	Proficient in at least one of the official languages of the Bank (English, Spanish, Portuguese, and French), preferably with a working knowledge of a second one. Proficiency in English is most important in this position with VPF/SRP Investments.
Computer literacy	Have intermediate to advanced proficiency in Microsoft Excel, Word, Power Point and Outlook. Knowledge of Bloomberg and programming languages a plus.
Internship-related experiences	
Additional skills/requirements	The candidate must meet all of the following requirements (mandatory): <ul style="list-style-type: none"> • Citizen of one of the Bank's member countries. • Has not reached the age of 31 as of January 1 of the year of participation in the program. • Candidates hired in the past by the IDB Summer/Winter Intern Program, or any other contract modalities do not qualify. • Family members or close relatives of IDB employees are not eligible. This restriction applies to candidates within and including the 4th degree of consanguinity and the 2nd degree of affinity.

CARLO SCHMID PROGRAMME
 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
 PLACEMENT OFFER 2017/2018

Reference No.: IFC1, Johannesburg - Monitoring and Evaluation (M&E)

Name of host organisation	International Finance Corporation (World Bank Group)
Internship Coordinator	Mr. Kalyan Neelamraju
Address	Address: 14 Fricker Road, Illovo, Johannesburg, South Africa 2196
Homepage	www.ifc.org/africa

Placement Offer

Dates/duration	01.09.2017 - 31.05.2018, 9 months
Supervisor	Kalyan Neelamraju
Detailed description of the internship project(s); tasks assigned	<p>The International Finance Corporation (IFC), a member of the World Bank Group, is the largest global development institution focused on the private sector in developing countries. IFC makes investments that expand opportunities for the poor; helps businesses improve environmental, social, and governance standards; and supports the establishment of an investment climate that promote prosperity for all.</p> <p>IFC has identified a core group of professional staff who focus on results measurement (RM) activities for the institution. These staff help operational colleagues to describe, measure, and report on the development impact of their projects and programs. The intern would be tasked with supporting results measurement staff working with IFC investment and advisory projects in Sub-Saharan Africa focused on agribusiness, manufacturing, and services, with a particular focus on health and education and agribusiness. The intern will also focus on supporting measurement of gender disaggregated development outcomes and impacts for select projects in the region.</p> <p>Specifically, key tasks include:</p> <p>Technical guidance on RM issues:</p> <ul style="list-style-type: none"> • Provide support and input to develop logical frameworks for programs and projects; • Develop questionnaires and other tools for operational teams to track and measure results from projects; • Conduct desk reviews of new tools and qualitative and quantitative survey instruments related to the above areas of business; • Support the launch and quality control aspects of evaluations; <p>Analysis and reporting of development impact data:</p> <ul style="list-style-type: none"> • Support aggregation of data for programmatic, country- or regional-level reports; • Support econometric analysis of data including for impact evaluations and; • Support the writing of reports based on analysis conducted from evaluations and other sources. <p>All activities will take place in coordination with or with the guidance of an IFC Results Measurement staff person. The intern will be based in Johannesburg, South Africa.</p>

CARLO SCHMID PROGRAMME
FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
PLACEMENT OFFER 2017/2018

Reference No.: IFC1, Johannesburg - Monitoring and Evaluation (M&E)

Training components and learning elements	<p>All individuals who join the World Bank Group are expected to attend training related to information security and other World Bank Group processes and procedures, including:</p> <ol style="list-style-type: none"> 1. IFC systems and approach for tracking and reporting on development impacts 2. IFC strategy in the areas of agribusiness, manufacturing, and services as well as resource efficiency and SME value chains in Africa. <p>The intern will also be provided with specific technical RM-related trainings as relevant (e.g., on impact measurement methodology), with an emphasis on IFC and World Bank Group practices with regards to results measurement (monitoring and evaluation).</p>
Participation in missions or training courses	<p>The intern may be asked to travel to support results measurement activities across the Sub-Saharan African region. Mission travel would usually be linked to the preparation and launch of impact evaluations, as well as data collection activities for operational projects across the region. The exact number of missions cannot be pre-determined, but based on prior experience with interns and consultants, the intern will likely be expected to travel on two to three missions over the course of the internship.</p> <p>The intern will also be invited to attend the global World Bank Group Results Measurement and Evidence Stream annual learning week events in Washington, DC if the timing of the event overlaps with the period of the internship and budget is available.</p>
Additional comments	<p>Based on the interest of the intern as well as the availability of funds and a business need, IFC would likely extend an offer to re-engage the intern as a paid consultant to continue support to the Results Measurement team after the end of the internship.</p> <p>A former intern from the Carlo Schmid program is shortly expected to be hired as an IFC staff, after working as a consultant with the team. A repeat of this hiring process cannot be promised or guaranteed in advance, but strong performance in the program is likely to result in being included in a pipeline of potential staff hires.</p>

Required Qualifications

Academic qualification (student, B.A., M.A.)	Master's degree or equivalent
Subjects	<p>MA, MS: International Affairs or International Development MA, MS: International Policy Analysis MA, MS: Measurement Science or Data Science Master of Public Administration Master of Business Administration</p>
Language Skills	In addition to full proficiency in English, above average knowledge of French or Portuguese a plus, with preference for French.
Computer literacy	<p>Experience with Microsoft Office suite. Working knowledge of Stata, SPSS, R, or other statistical software package.</p>
Internship-related experiences	N/A
Additional skills/requirements	<p>Willingness to travel in developing countries with limited/poor infrastructure Willingness to travel to rural areas</p>

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Reference No.: IFC2, Dakar - Monitoring, Evaluation and Learning (MEL)

Name of host organisation	IFC – World Bank Group
Internship Coordinator	Soren Heitmann – Operations Officer, Financial Institutions Group (FIG), Sub-Saharan Africa
Address	Office for Advisory Services in Sub-Saharan Africa, Bureau Régional de Dakar, Rue Aimé Césaire x Impasse FN 18 prolongée, Dakar, Senegal
Homepage	www.ifc.org

Placement Offer

Dates/duration	01.09.2017 – 28.02.2018, 6 months
Supervisor	Soren Heitmann
Detailed description of the internship project(s); tasks assigned	<p>Monitoring, Evaluation and Learning (MEL) Analyst IFC, World Bank Group, is the largest global development institution focused on the private sector in developing countries. IFC FIG offers internship opportunities for people with a Bachelors or Master's degree and a strong interest in micro-finance, mobile money and digital financial services to support an applied research program with the objective of promoting financial inclusion in Sub-Saharan Africa. She/he will work under the supervision of IFC's Research Lead for the Partnership for Financial Inclusion, organized within the Digital Financial Services technical assistance Advisory Services program in IFC's Financial Infrastructure Group, Sub-Saharan Africa. She/he will support the applied research program by providing technical support to conduct field-based research and assist survey design and data collection, facilitate qualitative interviews, perform data-driven analysis, and to communicate, disseminate and operationalize the findings. She/he will additionally support the monitoring of projects as well as design and implementation of evaluations through literature reviews; and portfolio management support through data & document quality assurance, supervision support to operational program teams.</p> <p>Responsibilities may include, but may not be limited to: Monitoring/Data Quality Assurance:</p> <ul style="list-style-type: none"> • Support operational teams in preparing project monitoring reports, review and help improve quality of IFC internal monitoring data. • Ensure standards for quality of project documents, accurate reporting and evidential support for results reported. Support reviewing project cycle documents. <p>Research:</p> <ul style="list-style-type: none"> • Support design, procurement, management and implementation of large scale qualitative and/or quantitative studies. • Conduct data-driven analytics of a variety of datasets (macro, micro, transactional and household data): <ul style="list-style-type: none"> - Perform descriptive statistics and regression analyses, - Database design and queries, - Research and analyses in the big-data space, using data science tools and methods, - Data visualization and web-based communications methods. • Conduct literature reviews on methodologies of evaluations of microfinance and mobile financial services. • Supervise local research firm during the implementation of surveys, • Prepare documentation for IFC internal processes; and • Support meetings with clients and consultants.

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Reference No.: IFC2, Dakar - Monitoring, Evaluation and Learning (MEL)

	<p>Knowledge Management and Learning:</p> <ul style="list-style-type: none"> • Support the collation and dissemination of research results/lessons learned and other publication material for different audiences (IFC, IFC clients, donor and the general public). • Contribute to drafting of knowledge and learning products based on lessons learned from evaluations. This may include supporting work for articles to be published in academic journals, but also supporting the publication of blogs or presentations for clients. • Develop creative ways of presenting findings in new ways, including infographics, video-animated presentations but also blogs, tweets or Brown Bag Lunches.
	<p>The intern will be working in IFC's Dakar office and/or may have an option to express a preference for IFC's Johannesburg office. He/she will be working with local and global teams, participate in weekly staff and strategy meetings as well as in learning events that will be offered in the relevant office during his/her stay with the Corporation.</p> <p>There will be opportunities to sharpen client relationships, project management and evaluation design skills, to do intensive applied research and participate in one of the most advanced evaluation programs of its kind in microfinance/mobile money. The candidate will be part of a small team and will receive on the job coaching, while he/she will have significant freedom to develop and lead his/her own project.</p>
Participation in missions or training courses	Depending on the projects the intern will be involved in, and his/her capacity to demonstrate the required technical and interpersonal skills, he/she might have the opportunity to participate in client meetings and accompany senior staff members for client meetings and regional missions overseeing the implementation of evaluations.
Additional comments	IFC has a track record of offering job opportunities for previous CS-interns who evidence strong performance and committed interest to advancing knowledge to support financial inclusion. Three interns in this position have stayed on average one year beyond the end of their term. It possible that opportunities will arise for the intern to stay on beyond the internship period as a temporary consultant.

Required Qualifications

Academic qualification (student, B.A., M.A.)	Master's degree
Subjects	Economics, Statistics, Political Science/Development Studies, Anthropology, Quantitative Research Methods, Data Science or Computer Science
Language Skills	English; French language skills beneficial
Computer literacy	SPSS, STATA, R, MatLab or similar required. Programming skills would be an asset: R, Python, Julia, SQL, GIS, D3, Tableau, or similar.
Internship-related experiences	Candidates with a previous internship in M&E, quantitative and qualitative field-based research, big data analytics in the context of development work, microfinance/mobile financial services, or in ICT will have a competitive advantage.
Additional skills/requirements	<ul style="list-style-type: none"> • Facility to work in a multidisciplinary, multicultural environment; • Fluency in English. Additional language skills, in particular French, are of advantage. • Being a self-starter and problem solver; able to work independently sometime with little supervision; and comply with multiple, tight deadlines. • Excellent report writing and communication skills • Some hands on experience in design of surveys and supervision of fieldwork • Skills/Experience related to Big Data analytics would be a plus.

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FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
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Reference No.: ILO1, Genf - Fragile States and Disaster Response (FSDR)

Name of host organisation	International Labour Office Fragile States and Disaster Response (FSDR) Group, DEVINVEST, Employment Policy Department
Internship Coordinator	Federico Negro
Address	4 Rue des Morillons CH-1211 Geneva SWITZERLAND
Homepage	http://www.ilo.org/employment/areas/crisis-response/lang--en/index.htm

Placement Offer

Dates/duration	01.09.2017 – 28.02.2018, 6 months
Supervisor	Federico Negro
Detailed description of the internship project(s); tasks assigned	<p>The Fragile States and Disaster Response Groups promotes ILO's decent work agenda in areas affected by conflicts and / or disasters to assist in building peace, creating social justice and promoting employment.</p> <p>Under the supervision of the ILO Capacity Development and Knowledge Management Specialist, the Carlo-Schmid intern will support the Group's work through assisting in the implementation of technical activities at household, community and societal level in fragile and disaster-prone countries.</p> <p>More specifically, the Carlo-Schmid intern will engage in the three following areas:</p> <p>1) Technical cooperation</p> <ul style="list-style-type: none"> ▪ Support ILO team in Geneva and field offices in supporting field offices in responding to country operations in fragile, conflict and /or disaster affected situations. <p>2) Partnership development</p> <ul style="list-style-type: none"> ▪ Assist in collecting and analysing lessons learned and best practices on socio-economic reintegration of refugees, internally displaced persons, ex-combatants and other conflict-affected people. ▪ Assist in developing partnership with other groups in ILO, other UN agencies, NGOs, and related actors by participating conferences, promoting joint programme, and drafting partnership agreements. <p>3) Capacity development</p> <ul style="list-style-type: none"> ▪ Assist in developing and finalising training materials for capacity development of tripartite constituents in fragile and disaster-prone countries. ▪ Contribute to documenting and disseminating lessons learned and good practices related to ILO's work in fragile settings, by keeping electronic archives of relevant information and producing documents and updates.
Training components and learning elements	<p>The Carlo-Schmid intern will have a unique chances for:</p> <ul style="list-style-type: none"> ▪ Obtaining first-hand experience of HQs technical backstopping of programs in conflict-affected and fragile states and disaster scenarios; ▪ Learning to design and implement innovative approaches to support conflict-affected and fragile states especially in the area of employment and local economic recovery; ▪ Gaining solid experience of participating in a multi-disciplinary inter-agency approach; and ▪ Acquiring communication and drafting skills for inter-agency coordinating.
Participation in missions or training courses	Participation in missions is not allowed in accordance with the ILO internship policy. However, the Carlo-Schmid intern will have the opportunity to participate in a wide

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Reference No.: ILO1, Genf - Fragile States and Disaster Response (FSDR)

	range of meetings with ILO partners (UN agencies, NGOs, academic institutions) at ILO headquarters as well as in the Geneva area. There will also be opportunities to participate in in-house skill trainings, language class and events offered by the ILO and the ILO intern board.
Additional comments	The Fragile State and Disaster Response Group offers the Carlo-Schmid intern to work as part of team in a personal environment within a large organisation. We have an excellent record of previous Carlo-Schmid interns working with us to mutual satisfaction - support and guidance will be provided throughout your internship, in turn we expect a flexible and curious mind-set to contribute effectively to our work.

Required Qualifications

Academic qualification (student, B.A., M.A.)	Currently enrolled in the last year of a graduate degree (Master or higher) or having completed such a programme in the year preceding the application in one or more of the following disciplines: conflict and peace studies, international relations, development studies, gender studies, social and political science.
Subjects	Having a basic understanding of contemporary trends and dynamics in conflict-affected and fragile states is desirable. Familiarity with the following key documents is an asset: <ul style="list-style-type: none"> ▪ the United Nation 2009 Policy for 'Post-Conflict Employment Creation, Income Generation and Reintegration' ▪ the OECD's 'Fragile States 2013: Resource Flows and trends in a shifting world' ▪ the World Bank's 'World Development Report on Conflict, Security, and Development' ▪ The ILO recommendation 71, Employment Transition from War to Peace ▪ The ILO Guide 'Employment and decent work in situations of fragility, conflict and disaster'
Language Skills	Excellent command of English (oral and written) and good command of French and/or Spanish
Computer literacy	Sound understanding of MS-Office applications
Internship-related experiences	Work experience in relevant areas including volunteer work is an asset.
Additional skills/requirements	<ul style="list-style-type: none"> ▪ Strong interest in learning new approaches to conflict-affected states and fragile situations as well as disaster response ▪ Willingness and ability to learn new subjects ▪ Ability to adapt to constantly changing working environment ▪ Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity ▪ Good inter-personal communication skills ▪ A good team player

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Reference No.: ILO2, Lima - Office for the Andean Countries

Name of host organisation	International Labour Organization- ILO
Internship Coordinator	Philippe Vanhuynegem, Director ILO Office for the Andean countries
Address	Las Flores 175, San Isidro Lima, Peru
Homepage	http://www.ilo.org/lima

Placement Offer

Dates/duration	01.09.2017 - 31.05.2018, 9 months
Supervisor	María Arteta, Deputy Director, ILO Office for the Andean Countries
Detailed description of the internship project(s); tasks assigned	<p>Background: The United Nations Development Assistance Framework (UNDAF) is a programme document between a government and the United Nations Country Team (UNCT) that describes the collective actions and strategies of the United Nations to the achievement of national development. The Government of Peru and the United Nations signed on May 17, 2016 a new UNDAF for 2017-2021 which seeks to strengthen the country's leading position in the region and the world, as well as to help respond to the 2030 Agenda principles, recently adopted by Peru at the UN, and reach the 17 Sustainable Development Goals, in line with national objectives and priorities. The new UNDAF established 4 major priorities. These have been assigned to four UNDAF results group for which the ILO is the leading agency for the first outcome, linking economic development, poverty reduction and decent jobs, as stated below.</p> <p>UNDAF OUTCOME 1: By 2021, people living in poverty and vulnerability improve access to decent livelihoods and productive employment by means of sustainable development that strengthens social and natural capital, integrating an adequate management of risk</p> <p>The internship position will be based in the ILO Sub regional Office for the Andean region, in Lima. The intern will carry out the following tasks, in close coordination with all UN organization, and will strongly coordinate with the Food and Agriculture Organization (FAO), as co-lead of Outcome 1:</p> <ol style="list-style-type: none"> 1. Research: Assist in carrying out research and statistical analysis to provide evidence on the importance of the 2030 Agenda on inclusive growth, the transition from informality to formality, poverty reduction and employment related issues. Prepare policy briefs and participate in technical meetings and fora 2. Promoting partnerships: Assist in developing and maintaining contacts with development partners and UN agencies, specifically related to UNDAF Outcome 1; in particular by carrying out donor mappings, identifying cooperation opportunities for the inclusion of decent work agenda in the national policies and programs for the SDGs and UNDAF. Assist in representing the UN in network and cooperation meetings, including with the UN country team and engage with other UN agencies in joint programming. 3. Implementation and monitoring of UNDAF Outcome 1. Support the development and appraisal of the UNDAF Outcome 1. Support Monitoring and implementation of UNDAF Outcome 1, including briefing notes and reports related to UNDAF Outcome 1. Develop programme proposals in collaboration other UN agencies. 4. Communication: Preparing and drafting communication and advocacy materials related to the implementation of the SDGs and UNDAF priority nr 1.and argues effectively for the inclusion of SDG 8 and inclusive economic growth and the respect of workers' in economic.

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Reference No.: ILO2, Lima - Office for the Andean Countries

Training components and learning elements	The ILO is the only tripartite UN agency. Its tripartite nature enable constant relations with government, employers and workers´ representatives. Labour related activities take place regularly. The intern will be encouraged and given room to attend such activities. Through this experience, the intern will develop expertise in the areas of Development Cooperation, the International Development Agenda in particularly the 2030 Agenda and SDGs, poverty reduction and employment and International Labour Standards
Participation in missions or training courses	Participation in missions might be envisaged within the country. (subject to relevant opportunities)
Additional comments	The ILO is one of the major agency in Peru given that the Office serve both as technical Office for the Andean Region and Regional Office for Latin America and the Caribbean. The internship will enable to interact with most of the expertise and mandate of the organization, as well as being in close contact with all major UN organizations in the country.

Required Qualifications

Academic qualification (student, B.A., M.A.)	Degree in Economics, Economic development, Social or Political Sciences or Development Cooperation or similar degrees
Subjects	
Language Skills	Good drafting, editing and proofreading skills in Spanish and English
Computer literacy	Excellent computer skills, including use of the Internet
Internship-related experiences	One to three years of professional experience preferred
Additional skills/requirements	<ol style="list-style-type: none"> 1. Demonstrated ability to respond quickly and flexibly to diverse tasks and deadlines; 2. Ability to organize and prioritize tasks; 3. Strong interpersonal skills and ability to work well in team; 4. Strong oral and written communication skills; proven ability to draft clearly and concisely; Ability to prepare studies and comments. 5. Ability to work independently

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Reference No.: ILO3, Genf - Youth Employment Programme

Name of host organisation	International Labour Organization
Internship Coordinator	Gillian Barmes
Address	International Labour Office 4 route des Morillons CH 1211 Geneva Switzerland
Homepage	www.ilo.org/youth

Placement Offer

Dates/duration	01.09.2017 – 28.02.2018, 6 months
Supervisor	<ul style="list-style-type: none"> • Youth Employment Specialist, Youth Employment Programme, Employment Policy Department • Senior Youth Employment Specialist, Employment Policy Department
Detailed description of the internship project(s); tasks assigned	<p>Key areas of work under this internship contribute to the work of the ILO on What Works in Youth Employment:</p> <ul style="list-style-type: none"> • Capacity development and training on evaluation • Results measurement and impact evaluation • Analysis of youth employment policies and programmes • Evidence and knowledge management on what works in youth employment <p>The position is located in the Youth Employment Programme of the Employment Policy Department. The International Labour Organization (ILO), with its Youth Employment Programme (www.ilo.org/youth) and through the Global Initiative on Decent Jobs for Youth (www.ilo.org/decentjobsforyouth), is committed to promoting decent jobs for youth. The work of the ILO on youth employment is guided by the 2012 resolution of the International Labour Conference on “The youth employment crisis: A call for action” and is increasingly focusing on tools and research to improve global understanding about what works – why and how – to improve labour market outcomes of youth. In this context, the Global Initiative on Decent Jobs for Youth is the first-ever, comprehensive United Nations system-wide effort for the promotion of youth employment worldwide and aims to facilitate increased impact and expanded country-level action on decent jobs for youth through multi-stakeholder partnerships, the dissemination of evidence-based policies and the scaling up of effective and innovative interventions.</p> <p>The intern will support the work of the ILO Taqeeem Initiative (www.ilo.org/taqeeem), a technical cooperation project of the ILO Youth Employment Programme, and the ILO What Works in Youth Employment knowledge platform (www.wwinye.org) related to the knowledge facility of the Global Initiative on Decent Jobs for Youth. Taqeeem focuses on expanding the evidence base on youth employment in the Middle East and North Africa (MENA) region. On a global level, the ILO What Works in Youth Employment knowledge platform aims to promote decent jobs for youth through better knowledge and user-friendly resources to inform evidence-based dialogue, action and collaboration.</p> <p>The intern’s duties and responsibilities include support to the following activities:</p> <p>Capacity development and training on evaluation:</p> <ul style="list-style-type: none"> • Assist in the organization of (i) training workshops on monitoring and impact evaluation and (ii) policy labs on what works in youth employment. • Contribute to the drafting of programme and policy briefs on lessons learned and main findings from impact evaluations. <p>Results measurement and impact evaluation of youth employment programmes:</p>

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Reference No.: ILO3, Genf - Youth Employment Programme

	<ul style="list-style-type: none"> • Provide analytical support to the design, implementation, or monitoring of impact evaluations of youth employment and entrepreneurship programmes. • Provide technical inputs to the drafting of impact evaluations reports. <p>Analysis of youth employment policies and programmes:</p> <ul style="list-style-type: none"> • Serve on research teams of policy influence plans in selected focus countries across the MENA region. • Conduct desk research on policy environment, evidence base and stakeholder analysis in collaboration with staff and consultants assigned to each country. <p>Evidence and knowledge management on what works in youth employment:</p> <ul style="list-style-type: none"> • Support sharing of information and resources through the ILO What Works in Youth Employment knowledge platform. • Assist in communication and knowledge-sharing efforts of the knowledge facility of the Global Initiative on Decent Jobs for Youth. <p>In addition, the intern will support other work components of the Youth Employment Programme. The intern is expected to:</p> <ul style="list-style-type: none"> • Support research pertaining to the work of the ILO on the Future of Work and assist in the preparation of related knowledge-sharing events. • Assist in drafting inputs to technical guidance notes on youth employment.
Training components and learning elements	<p>The intern will have the opportunity to gain significant understanding of the youth employment and entrepreneurship challenge on a global level, and in particular in the Middle East and North Africa. She/he will receive on-the-job training on monitoring and impact evaluation acquiring both theoretical and practical knowledge on evaluations of active labour market programmes for youth.</p> <p>In addition the internship will provide the intern the opportunity to work with and learn from other colleagues in the Employment Policy Department who specialize in other areas such as labour market information and analysis, youth employment policies and the design of active labour market policies for youth.</p>
Participation in missions or training courses	The intern will participate in all training activities to be carried out in Geneva and will receive training on monitoring and impact evaluation.
Additional comments	

Required Qualifications

Academic qualification (student, B.A., M.A.)	Academic requirement: M.A. (preferable); BA (minimum)
Subjects	Economics, Development Economics, Labour Economics, Econometrics, Development Studies, Political Science
Language Skills	English. Knowledge of French and/or Arabic would be an advantage.
Computer literacy	Microsoft Office (Excel, Word, Powerpoint) Statistical package (Stata or SPSS)
Internship-related experiences	<ul style="list-style-type: none"> • Previous experience in the following areas are a plus: Research in development economics, Monitoring and evaluation, Research in impact evaluation, Youth employment • Experience in project support and knowledge management
Additional skills/requirements	<ul style="list-style-type: none"> • Excellent organisational skills • Strong communication skills: written, verbal and interpersonal • Attention to detail • Ability to work well in a team and alone • Able to take initiative and be proactive

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 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
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Reference No.: Interpeace, Abidjan – Peacebuilding Project Management

Name of host organisation	Interpeace, Office for West Africa
Internship Coordinator	Mirko Hoff
Address	Cité Les Lauriers 5 - Villa n.43 - Carrefour Duncan, Route du Zoo Deux Plateaux, Cocody 06 BP 2100, Abidjan Côte d'Ivoire
Homepage	www.interpeace.org

Placement Offer

Dates/duration	01.09.2017 - 28.02.2018, 6 months
Supervisor	Mirko Hoff, Learning and Policy Officer for West Africa
Detailed description of the internship project(s); tasks assigned	<p>Under the supervision of the Learning & Policy Officer and the Regional Director, the Intern assisting the programmes will support the work of Interpeace in West Africa. In 2017 Interpeace will focus its programmes mainly in Côte d'Ivoire and Mali with possible engagement in Guinea-Bissau and the Sahel region. Detailed information on the programmes can be found on the Interpeace website. She/he will assist the entire programme team with a broad range of programme management tasks, including proposal writing, translation (French/English), planning, communication, documentation and monitoring activities.</p> <p>Specific Tasks:</p> <ul style="list-style-type: none"> - Assist programmes in the region in various ways to help achieve Interpeace's core objectives of supporting locally owned peacebuilding processes and supporting the international community's efforts to support local peacebuilding capacities. - Participate in in-house trainings, analysis workshops, reflexion moments, strategy development, team retreats and other substantive discussions. - Support the drafting and editing of substantive research reports. - Direct collaboration with the local programme team in Côte d'Ivoire as well as Interpeace colleagues in other parts of the world. - Media monitoring on specific topics (e.g. radicalisation in the Sahel) - Draft and/ or edit periodic (weekly, monthly, quarterly, annual) programme reports. - Support communication efforts via webstories, social media, brochures etc. - Translate programme and communication documents to French/English. - Support day-to-day activities of the Regional Office for West Africa and undertake any other activities as called upon by the supervisor.
Training components and learning elements	The West Africa Office has a dedicated learning officer who insures a proper induction process for the intern. This includes introductory discussions with the colleagues of the different programmes, key documentation and audio-visual material on the general Interpeace approach and specific programme activities.
Participation in missions or training courses	The intern is encouraged to take part in the trainings, workshops and retreats of Interpeace and of our Ivorian partner which take place in Abidjan and its surrounding. Travel beyond Abidjan within Côte d'Ivoire to workshops, trainings and programmes is possible but cannot be guaranteed. Missions to other countries in West Africa will depend on financial means and cannot be guaranteed.
Additional comments	The intern will be based in Abidjan, Côte d'Ivoire at Interpeace's Regional Office for West Africa.

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Reference No.: Interpeace, Abidjan – Peacebuilding Project Management

Required Qualifications

Academic qualification (student, B.A., M.A.)	Masters' Degree by the time the internship starts
Subjects	All areas of study are welcomed, especially areas related to international relations, peace and conflict studies, human rights, political science, sociology, anthropology, communication or journalism.
Language Skills	Fluency in English and <u>French</u> required. French skills should fulfil the C1 (CEFR) requirements and are ideally comparable to those of a native-speaker in order to ensure autonomous work.
Computer literacy	Interpeace works with Office365. Thus general Microsoft Windows and Office skills are required. Experience with Adobe video or graphics software as well as statistical programmes is considered an asset.
Internship-related experiences	<ul style="list-style-type: none"> • Demonstrated knowledge and interest (e.g. academic and non-academic writing, work or volunteer experience) in peacebuilding (social cohesion, reconciliation, trust building, dialogue, radicalization, dynamics of violence etc.) • Demonstrated ability (e.g. work or internship experience) to organize, plan and prioritize work tasks • Demonstrated experience in research and writing • Demonstrated verbal and written communication skills in a professional context • Ability to work closely together with colleagues in a team and independently • Flexibility • Aptitude to adapt to a different context regarding security, culture, climate and health issues, demonstrated by at least 3 months of experience outside of country of origin is considered an asset • Demonstrated interest (e.g. work, studies, travels) in West Africa or the Sahel region is considered an asset
Additional skills/requirements	<p>A successful candidate will:</p> <ul style="list-style-type: none"> • identify with Interpeace's core objectives of supporting locally owned peacebuilding processes and supporting the international community's efforts to support local peacebuilding capacities • enjoy integrating into a dedicated, dynamic and international team • want to make his/her contribution to peacebuilding dynamics in West Africa and/or the Sahel region • value dialogue processes, local perspectives, policy development and the principle of local ownership • be motivated to closely collaborate with our national partner/ team in each country programme • have a strong desire to learn more about peacebuilding and conflict prevention • be a critical thinker

CARLO SCHMID PROGRAMME
 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
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Reference No.: IOM1, Genf - International Migration Law Unit

Name of host organisation	International Organization for Migration
Internship Coordinator	Fatima Peregrino-Brimah Talent Management Unit - HRM
Address	IOM – 17 route des Morillons – CH-1211 Geneva 19 Switzerland
Homepage	http://www.iom.int

Placement Offer

Dates/duration	01.09.2017 – 28.02.2018, 6 months
Supervisor	Kristina Touzenis, Fanny Dufvenmark
Detailed description of the internship project(s); tasks assigned	<p>The International Migration Law Unit was established within IOM to strengthen and promote the Organization's involvement in International Migration Law (IML). A key objective of the Unit is to encourage dissemination and understanding both within IOM and amongst IOM counterparts of the international legal standards that govern migration and provide protection of the rights of individuals involved in migration. The Unit thereby promotes migration governance within the rule of law.</p> <p>Under the direct supervision of a Migration Law Expert and the Head of the IML Unit, the successful candidate will be accountable and responsible for providing support to the Unit in the development and implementation of the Organization's International Migration law (IML) activities. Working within the International Migration Law Unit, the candidate will:</p> <ol style="list-style-type: none"> 1) Draft and conduct background research on issues related to international migration law to facilitate the production of future IML Publications; 2) Support the development of training modules and learning tools on IML (either for beginner or advanced audiences); 3) Participate in internal and external meetings and conferences as required and prepare notes for file as necessary; 4) Stay abreast of developments on international migration law and report developments within the team; 5) Support with the maintenance and development of the IML database; 6) Support drafting reports, articles and information notes on international migration law; 7) Assist in reviewing and providing legal comments on reports, articles, presentations, policy from other departments within the organization, governments, international organizations, NGOs and academia; 8) Assist in reviewing and commenting on IML-related projects from field/regional offices; 9) Support the preparation of information notes on migration law issues and amicus briefs. 10) Assist with preparations for the annual Sanremo course; 11) Perform other duties as may be assigned.
Training components and learning elements	<p>As a direct result of this internship the candidate will:</p> <ul style="list-style-type: none"> • Develop a substantial knowledge base on international migration law and be able to apply such knowledge to current migration issues; • Develop a knowledge base on international and regional laws on migration; • Apply knowledge of international migration law, particularly international rights law in the review of national migration laws; • Become familiar with contemporary migration issues and challenges to international legal regimes governing migration; • Gain a comprehensive understanding of various sectorial areas of migration

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Reference No.: IOM1, Genf - International Migration Law Unit

	<p>policy particularly within the framework of rights and be able to assess migration policy against international standards;</p> <ul style="list-style-type: none"> • Gain experience in analysing legal texts and scrutinising laws against standards of international law; • Have the opportunity to contribute to the dissemination of information on international migration law.
Participation in missions or training courses	The candidate will be able to attend regularly organized in-house Brown Bag lunches where Division Heads and Project Managers present their thematic areas of work. They will also be exposed to online training courses organized by the Staff Development and Learning Unit.
Additional comments	See https://www.iom.int/international-migration-law for additional information on the work of the International Migration Law Unit.

Required Qualifications

Academic qualification (student, B.A., M.A.)	M.A, or in their final year of a BA Intern MUST be enrolled in graduate programme for the duration of the internship!
Subjects	<ul style="list-style-type: none"> • International Law • European Law • Law
Language Skills	Fluency in English is essential, good working knowledge of French or Spanish is desirable.
Computer literacy	Good use of Microsoft Office Package (Word, Power point, Publisher, Excel), Internet browsing.
Internship-related experiences	<ul style="list-style-type: none"> • Academic or professional experience working on migration • Experience working in a professional capacity on the law is desirable
Additional skills/requirements	<p>The candidate must:</p> <ul style="list-style-type: none"> • Have excellent written communication skills: drafting and editing reports and articles in English to high standards; • Be able to articulate legal arguments clearly and concisely; • Demonstrable sound knowledge of international law a distinct advantage; • Be flexible and show initiative; • Ability to work effectively on his/her own and within a team; • Ability to work simultaneously on multiple tasks and to meet deadlines; • Ability to reflect on his/her own work in the response to feedback and make revisions to work in a timely and responsive manner.

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Reference No.: IOM2, Genf - The Immigration and Border Management

Name of host organisation	International Organisation for Migration
Internship Coordinator	Ms Fatima Peregrino-Brimah, Talent Management Unit - HRM
Address	IOM – 17 route des Morillons – CH-1211 Geneva 19 Switzerland
Homepage	http://www.iom.int

Placement Offer

Dates/duration	01.09.2017 – 28.02.2018, 6 months
Supervisor	Mr. Jason Clarke
Detailed description of the internship project(s); tasks assigned	<p>As the leading intergovernmental organization in the field of migration, the International Organization for Migration (IOM) is increasingly called upon by States to assist in addressing complex border management challenges. The Immigration and Border Management (IBM) Team, consisting of a core group of specialists with substantial technical expertise and strong border management experience, posted to strategic locations in the field as well as in IOM Headquarters, has been established to offer guidance and expertise to governments aspiring to improve their migration and border management and operational procedures.</p> <p>In support of the IOM strategy, IBM activities are directed at helping governments create policy, legislation, administrative structures, operational systems and the human resource base necessary to respond effectively to diverse migration challenges and to institute appropriate migration governance. Such activities are designed as partnerships, with the requesting government and other relevant interlocutors working closely with the IBM Team to identify needs, determine priority areas, and shape and deliver interventions.</p> <p>The successful candidate will:</p> <ol style="list-style-type: none"> 1. Support the development of the Immigration and Border Management (IBM) Global Programme from Headquarters; 2. Lead on the compilation of the full round of vital IBM Institutional documents including the Annual Report and Project Compendium for 2017; 3. Assist with writing various reports for projects and compiling presentations for senior management on a variety of migration management topics; 4. Assist with the compilation of guidance notes for divisional staff overseas, 5. Represent the Division at regional consultative process meetings and report back on events there; 6. Support the ongoing work of the Division relating to the Smuggling of Migrants 7. Continue the marketing and development programme as it relates to our in-house Border Management Information System – MIDAS.
Training components and learning elements	Interns will receive training in project preparation, review and endorsement procedures, gain experience in drafting formal instructions, work on policy papers, prepare presentations as well as a receive a grounding in financial management in relation to contract management.
Participation in missions or training courses	We ensure that each CS intern attends at least one overseas mission during their time with us. Each of the last 5 CS interns has done so, with some having been on multiple missions overseas. In the past, visits to our Africa Capacity Building Centre in Tanzania, a regional Workshop in Bangkok and to the EC in Brussels have all been possible.
Additional comments	The IBM Division has been successful in securing a CS Intern in each of the last 5 years. This is no doubt due to the interesting and varied experience that we offer here in this Division and the time and effort that we put into ensuring each intern is well looked after and sees as much of our work as possible. We also have a strong track record in offering ongoing employment where desired – though this cannot be guaranteed. We hope that this will continue.

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Reference No.: IOM2, Genf - The Immigration and Border Management

Required Qualifications

Academic qualification (student, B.A., M.A.)	Master's Degree preferred – Bachelor's Degree acceptable. Intern MUST be enrolled in graduate programme for the duration of the internship!
Subjects	Migration Studies, Business Administration, Politics/International Relations, Security Studies etc.etc.
Language Skills	French would be useful.
Computer literacy	Good working knowledge of Word and PowerPoint. Some knowledge of Excel and Desktop publishing software would be helpful.
Internship-related experiences	Useful to have an interest in security. Previous experience of international organisations useful but not essential. Overseas travel will help frame the work.
Additional skills/requirements	Very good English needed for drafting. Ability to balance the needs of several priorities at once essential.

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Reference No.: IOM3, Genf - Migrant Assistance Division

Name of host organisation	International Organisation for Migration
Internship Coordinator	Ms Fatima Peregrino-Brimah, – Talent Management Unit - HRM
Address	IOM – 17 route des Morillons – CH-1211 Geneva 19 Switzerland
Homepage	http://www.iom.int

Placement Offer

Dates/duration	01.09.2017 – 28.02.2018, 6 months
Supervisor	Nicola Graviano, Head of Assisted Voluntary Return and Reintegration (AVRR) Unit
Detailed description of the internship project(s); tasks assigned	<p>The Migrant Assistance Division (MAD) aims to provide a coherent response to the needs of migrants, states, and civil society to ensure that migrants in needs of assistance receive both case-specific and sustainable assistance. Beneficiaries include asylum seekers, stranded migrants, migrants with health concerns, migrants who were victims of trafficking, exploitation, or other forms of abuse, as well as those considered highly vulnerable to such abuse, such as unaccompanied migrant children. Within this Division, the Assisted Voluntary Return and Reintegration Unit (AVRR) oversees activities directed at setting up and/or strengthening assisted voluntary return and reintegration frameworks in host countries, countries of transit and origin. This involves the provision of capacity building to governmental and non-governmental actors to improve quality of assistance for migrants in need of return assistance as well as to strengthen reception capacities in countries of origin.</p> <p>Under the overall supervision of Head of Migrant Assistance Division (MAD) and the direct supervision of the Senior Specialist for Assisted Voluntary Return and Reintegration (AVRR), the Programme Support Officer will provide support and technical expertise for the co-ordination and implementation of the activities listed below:</p> <ol style="list-style-type: none"> 1. Gather information and best practices on direct assistance, voluntary return and reintegration, and analyse these with a view to assisting the Division in the formulation of policy and guidance document and in the implementation of its strategic plan; 2. Draft policy papers, reports, internal guidance notes and global project proposals in the area of AVRR; 3. Liaise with IOM Regional Thematic specialists and field Missions in developing project linked to assisted voluntary return and reintegration, and assist the review of project proposals and papers prepared by the colleagues in the field. 4. Assist the Division in the preparation of publications linked to AVRR; 5. Collaborate in the development and promotion of the Division's portfolio on AVRR of unaccompanied migrant children and other vulnerable migrants; 6. Assist in monitoring the use of and in the delivery of internal trainings on the Migrant Management Operational System Application (MiMOSA); 7. Assist with the liaison activities with IOM Member States, international organizations, academic institutions, NGOs and other relevant actors, as appropriate, aiming at developing return and reintegration programmes. 8. Provide support in the preparation of the Division's annual contributions to the IOM Council, including the Director General's Report, the Programme and Budget Report, and Migration Initiatives; 9. Assist in the preparation of training materials and delivery of training for governmental officials, civil society and partners and IOM Missions. 10. Support the development and maintenance of the Division's information resources. 11. Undertake duty travel, if necessary, and; 12. Perform other duties as may be assigned.
Training components and	As an integral part of unit, the intern will: a) Gain experience in organization,

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learning elements	management and international cooperation activities as well as the working group dynamics within AVRR Unit, the Division as well as the Department of Migration Management within IOM; b) Become acquainted with the development of programmes and projects related to different aspects related to assisted voluntary return, reintegration and unaccompanied migrant children; and c) Gain a better understanding of IOM's work, as an inter-governmental organization in the field of Migration, and how the organization works with governmental, intergovernmental and non-governmental partners to help ensure the orderly and humane management of migration.
Participation in missions or training courses	Pending budget availability, the intern will have the possibility to participate in internal or external relevant trainings, workshops and field missions organised by IOM.
Additional comments	AVRR is an area of continuous expansion within IOM, with a growing number of beneficiaries and budget every year. The topic of reintegration is gaining increasing importance among IOM and donors, and will require further of research and establishment of synergies with other departments in the Organization.

Required Qualifications

Academic qualification (student, B.A., M.A.)	Master's Degree or University Degree in above fields
Subjects	Public Administration, Law or Social or Political Sciences. International Relations or a related field from an accredited academic institution
Language Skills	Thorough knowledge of English. Working knowledge of French or Spanish an advantage
Computer literacy	Good use of Microsoft Office Package (Word, Power point, Publisher, Excel), Internet browsing. Experience with databases in an asset.
Internship-related experiences	Previous experience (internship or volunteering) with humanitarian or development governmental and/or non-governmental organisations working with migrants would be an asset.
Additional skills/requirements	The intern should be a committed team player, aspiring to become an international civil servant in the area of migration. In particular, he/she should be able to: identify and monitor changes in the needs of donors, governments and project beneficiaries; clearly communicate, and listen to feedback on, changing priorities and procedures; demonstrate interest in acquiring skills relevant to other functional areas; write clearly and effectively, adapting wording and style to the intended audience; be able to set clear and achievable goals consistent with agreed priorities for self and others and work effectively with people from different cultures by adapting to relevant cultural contexts.

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Reference No.: IOM4, Genf - Media and Communications Division

Name of host organisation	International Organization for Migration
Internship Coordinator	Ms Fatima Peregrino-Brimah, Talent Management Unit - HRM
Address	IOM – 17 route des Morillons – CH-1211 Geneva 19 Switzerland
Homepage	http://www.iom.int

Placement Offer

Dates/duration	01.09.2017 – 28.02.2018, 6 months
Supervisor	Leonard Doyle, Director of Communications
Detailed description of the internship project(s); tasks assigned	<p>The Media and Communications Division (MCD) of IOM is comprised of experienced communications professionals based in Geneva but also in Washington, Bangkok and Manila. The team provides advice and support on media and public information issues to IOM Headquarters and missions worldwide. It is responsible for media relations as well as producing a variety of other public information materials, including official statements to mark special events, information folders, factsheets and press briefing notes on specific IOM activities.</p> <p>Under the direct supervision of the Media and Communications Director and team members, the incumbent will:</p> <ol style="list-style-type: none"> 1. Support the development of Pan-European counter-xenophobia initiatives. 2. Assist in further developing the successful I am a Migrant campaign across various media platforms. 3. Facilitate increased engagement from IOM missions across various social media platforms. Cultivate interaction and ongoing discussion among communications focal points in IOM missions across the globe. 4. Support community engagement initiatives including the development of information campaigns in targeted countries of origin. 5. Provide editorial and technical assistance to HQ departments in all aspects of media and communications, including the development of promotional materials. 6. Strengthen links with national and international media to promote the work of IOM by providing high quality, professional responses to media enquiries related to IOM programmes and policies and, more broadly, on migration. 7. Write, edit and produce communication materials in English for the IOM website and social media. Assist in preparation of IOM's online newsletter, thematic websites and other online communications tools. 8. Gather, prepare and disseminate public information on IOM's activities worldwide in written reports in English. 9. Liaise with IOM missions worldwide and with the media relations and communication departments of partner organisations to promote IOM visibility. 10. Perform such other duties as may be assigned.
Training components and	Professional development training, language courses, UN social media managers

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Reference No.: IOM4, Genf - Media and Communications Division

learning elements	network and other opportunities
Participation in missions or training courses	Yes, media and communications training courses
Additional comments	

Required Qualifications

Academic qualification (student, B.A., M.A.)	Degree in Journalism, Communications or other related field from an accredited academic institution.
Subjects	Online communications, New media, Journalism, and related fields
Language Skills	Excellent written and spoken English. Fluency in French and/or Spanish advantageous.
Computer literacy	Excellent computer skills with extensive knowledge of social media platforms.
Internship-related experiences	Relevant experience in journalism, including coverage of international contexts Previous experience in editing, graphic design, online communications and social media skills.
Additional skills/requirements	<ul style="list-style-type: none"> • Strong background in media and communications tools with an emphasis on knowledge management; • Strong organizational and inter-personal skills; • Ability to timely understand the Organization's structure and portfolios; • Ability to work effectively and harmoniously in a team of colleagues of varied cultural and professional backgrounds; • Proven ability to produce quality work accurately and concisely according to set deadlines; • Practical experience as a self-starter, strong ability to prioritize and work independently

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Reference No.: IOM5, Genf - Department of Migration Management

Name of host organisation	International Organization for Migration
Internship Coordinator	Ms Fatima Peregrino-Brimah, – Talent Management Unit – HRM
Address	IOM – 17 route des Morillons – CH-1211 Geneva 19 Switzerland
Homepage	http://health.iom.int/

Placement Offer

Dates/duration	01.09.2017 – 28.02.2018, 6 months
Supervisor	Dr. Poonam DHAVAN
Detailed description of the internship project(s); tasks assigned	<p>Under the Department of Migration Management (DMM), the Migration Health Division (MHD) has the institutional responsibility to oversee, support and coordinate the Organization’s provision of migration health services globally. Under the overall supervision of the Director, Migration Health and direct supervision of Migration Health Programme Coordinator, and in collaboration with relevant MHD colleagues in HQ and the field, the incumbent will:</p> <ol style="list-style-type: none"> 1) Coordinate and support operational activities of TB and Migration Working Group, including plans for Expert meetings during annual IUATLD conferences, terms of reference for any background papers and management of outputs. Assist with development of information documents related to the Expert Group. Assist in preparations for the annual UNION conference meeting, including presentations for the TB and migration meetings. 2) Support in coordination, technical oversight, global liaison with donors and partners, for Regional and Mission focal persons, for ongoing and new health promotion and public health projects, including those funded by the Global Fund, governmental, UN and other donors. Assist with research, writing, reporting tasks. 3) Assist in the coordination, drafting and/or review of HQ-generated Health Promotion related documents, such as guidance notes, information sheets, presentations and guidelines. 4) Support in maintaining communications with Regional Migration Health Coordinators and country focal points to exchange timely information on ongoing projects and new donor proposals. 5) Ongoing programme reviews of the Unit: Systematically organize project reports for selected projects; Review project reports to identify achievements, challenges; Write summaries for internal and external audiences. 6) Assist in designing a systematic monitoring, reporting and evaluation plan for the Health Promotion and Assistance to Migrants programme area. Apply such model to selected projects and/or Missions in selected Regions to review expected outputs and outcomes. 7) Support research, writing and organization, as well as participate in and draft reports from global conferences and meetings relevant to the work of the Division, in collaboration with WHO and other partners. 8) Assist in compilation and review of migration health and such thematic areas as labour migration, border management and counter-trafficking. Write summaries and information sheets on these topics, and assist in project ideas. 9) Conduct review of potential donors and funding mechanisms for new migration health programmes or initiatives. Support global liaison and technical support on emerging projects in countries and regional or global levels, with such donors and agencies as WHO, Global Fund, and other emerging partnerships. Research and write for proposals, work-plans, implementation frameworks, etc. 10) Perform such other duties as may be assigned, including time sensitive tasks for emergency health operations and urgent deadlines at HQ or to support

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Reference No.: IOM5, Genf - Department of Migration Management

Training components and learning elements	<p>regional and Mission teams in critical projects.</p> <p>As a direct result of this internship, the incumbent will:</p> <ul style="list-style-type: none"> Learn the conceptual framework for key thematic areas in the global migration and health area of work. Gain deep understanding of the specific elements of IOM migration health programmes, across all regions Enhance his/her communication skills in culturally diverse and multidisciplinary global team based at HQ, Regional Offices and Country Offices. Establish network within different IOM teams and external partners, working on migration health and other non-health themes including migration management and emergency operations Gain technical and programmatic knowledge on specific topics of interest including refugee health assessments, public health projects for disease prevention and control, health communications, cultural competence, etc. Have opportunity to author/co-author/contribute to migration health related papers, reports or other information products.
Participation in missions or training courses	Incumbent will have the opportunity to participate in training courses offered during the placement at IOM HQ, and he/she will also attend capacity building activities in the field. and/or may participate in official duty travel to field offices (to be confirmed once candidate selected and specific work-plan for the 2017-18 period is clear).
Additional comments	See http://health.iom.int/ for additional information on IOM's work in migration health.

Required Qualifications

Academic qualification (student, B.A., M.A.)	<ul style="list-style-type: none"> B.A., or M.A.
Subjects	<ul style="list-style-type: none"> Public Health, Social Sciences, Medicine, Public Policy, or a related field from an accredited academic institution.
Language Skills	<ul style="list-style-type: none"> English – first Second UN language
Computer literacy	<ul style="list-style-type: none"> Computer literacy including familiarity with conducting desk reviews and online research from variety of sources. Asset: skills in using health related software applications and health statistics data analysis methods
Internship-related experiences	<ul style="list-style-type: none"> Previous internship or degree-related practical experience would be an asset.
Additional skills/requirements	<ul style="list-style-type: none"> Demonstrated ability to write clear and concise progress reports, proven skills in writing summary documents and editing reports, project documents and proposals, is desirable. Computer literacy, especially database tools and experience in using medical and public health research tools online. Proven ability to produce quality work accurately and concisely according to set deadlines and requirements from supervisors. Ability to work effectively both on his/her own, and within a team of varied cultural and professional backgrounds. Ability to timely understand the Organization's structure and portfolios. Ability to work effectively and harmoniously in a team of colleagues of varied cultural and professional backgrounds. Proven ability to produce quality work accurately and concisely according to set deadlines. Practical experience of how to multi-task, prioritize and work independently.

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Reference No.: IOM6, Genf - Migration Policy Research Division

Name of host organisation	International Organization for Migration
Internship Coordinator	Ms Fatima Peregrino-Brimah, Talent Management Unit - HRM
Address	IOM – 17 route des Morillons – CH-1211 Geneva 19 Switzerland
Homepage	http://www.iom.int

Placement Offer

Dates/duration	04.09.2017 - 03.03.2018, 6 months
Supervisor	Ms. Marie McAuliffe, Head, Migration Policy Research Division
Detailed description of the internship project(s); tasks assigned	<p>The Migration Policy Research Division is responsible for supporting IOM's worldwide efforts in developing and conducting policy-oriented migration research, as well as implementing its own research projects in order to inform program delivery and policy development. It promotes deeper and more nuanced understandings of international migration within and outside IOM, and is responsible for the preparation of IOM's flagship publication, the World Migration Report.</p> <p>The intern will work under the overall guidance and general supervision of the Head of the Research Division and work closely with colleagues in the Division. The intern will have the following duties and responsibilities:</p> <ol style="list-style-type: none"> 1. Assist with desk-based research tasks and related research assistance to support authors in the preparation of research papers and reports for publication on a range of migration topics. 2. Assist in the preparation of IOM strategic documents (Research Strategy, Information Sheets, Policy Briefs, Issue Papers, Quarterly Reports, etc.). 3. Assist with the preparation of regular contributions for the research section of IOM's website and IOM's intranet. 4. Assist in the development of research project documentation, such as concept notes, project proposals, donor agreements and project reporting. 5. Assist with the preparation and conduct of the migration expert speaker series in HQ, and secretariat functions of research advisory/editorial committees. 6. Respond to internal and external research queries. 7. Perform such other duties as may be assigned.
Training components and learning elements	Learning elements relate to acquisition of content knowledge of migration as well as gaining familiarity with the workings of an international organization.
Participation in missions or training courses	The candidate will be able to attend regularly organized in-house Brown Bag lunches where Division Heads and Project Managers present their thematic areas of work. They will also be exposed to online training courses organized by the Staff Development and Learning Unit.
Additional comments	

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Reference No.: IOM6, Genf - Migration Policy Research Division

Required Qualifications

Academic qualification (student, B.A., M.A.)	Advanced degree from an accredited academic institution in a field of study related to migration or other relevant social sciences (e.g. humanitarian affairs, development studies, political science, international relations or a related field), or the equivalent combination of work experience in a related area.
Subjects	Please see above.
Language Skills	Excellent communication skills in English (oral and written); knowledge of other languages (especially French, Spanish, and/or Arabic) is an asset.
Computer literacy	Good level of computer literacy
Internship-related experiences	Exposure to the work of the International Cooperation and Partnerships Department, including attending dialogues, forums, workshops, etc. Liaising and/or working with senior migration academics and applied researchers.
Additional skills/requirements	<ul style="list-style-type: none"> • Strong interest in migration issues; • Excellent research, writing, communication and analytical skills; • Strong organizational skills; • Ability to work effectively and harmoniously in a team of colleagues of varied cultural and professional backgrounds; • Proven ability to produce quality work accurately and concisely according to set deadlines; • Practical experience of how to multi-task, prioritize and work independently.

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Reference No. IOM7, Genf - Labour Migration and Human Development

Name of host organisation	International Organization for Migration
Internship Coordinator	Fatima Peregrino-Brimah Talent Management Unit - HRM
Address	IOM – 17 route des Morillons – CH-1211 Geneva 19 Switzerland
Homepage	http://www.iom.int

Placement Offer

Dates/duration	01.09.2017 – 28.02.2018, 6 months
Supervisor	Marina Manke, LHD Division Head
Detailed description of the internship project(s); tasks assigned	<p>The Labour Migration and Human Development (LHD) Division in the Department of Migration Management (DMM) is the focal point for IOM policy and technical support to programme development on labour migration, migrant training and integration, and migration and development. The work of LHD focuses on enhanced migration management by governments and assistance to migrants through the development of policies and programmes that promote legal channels for labour mobility as an alternative to irregular migration. LHD has the institutional responsibility for overseeing the programme development and technical support of IOM's labour, development, and migration facilitation initiatives. LHD provides the Organization's institutional vision on these issues as well as the operational guidance for field colleagues. Within DMM, LHD's objective is to ensure the coherence of purpose and strategy among the various activities within the LHD Division. Through research and the dissemination of good practices, the LHD Division also keeps the other DMM divisions and other departments up to date on LHD trends in order to improve project development and the delivery of services to governments and migrants.</p> <ol style="list-style-type: none"> 1. Assist in conducting background research on particular areas relating to labour migration and migration and development. 2. Assist colleagues in LHD in the evaluation and review of migration projects. 3. Assist in the development of presentations and/or training materials. 4. Participate in the work of the division, specifically related to the development and implementation of the International Recruitment Integrity System (IRIS), and more generally, to ethical labour recruitment and labour migration management. 5. Undertake research and analysis for project development in close collaboration with LHD HQ colleagues and LHD Regional Thematic Specialists. 6. In collaboration with IOM field colleagues, further develop and manage the IRIS website as a resource tool on ethical labour recruitment. 7. Assist in collating data and preparing LHD's Compendium of Projects. 8. Act as a focal point for the regular updating of LHD's project tracking and for establishing LHD's monthly statistical reports of endorsed and released projects; 9. Undertake any other tasks as requested by the Head of LHD
Training components and learning elements	The candidate will be working under the direct supervision of the LHD Division Head who, in addition to performing overall support to the LHD Division, will be able to offer scientific supervision in an agree upon thematic area of relevance to labour mobility and human development (e.g. diaspora engagement, remittances, recruitment, private sector engagement, labour mobility facilitation, private-public partnerships)
Participation in missions or training courses	The candidate will be exposed to a wide range of collaboration exercises with IOM offices at country and regional levels, as well as internal training exercises (e.g. via Webinars and collaboration meetings)

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Additional comments	The specific area of work and the thematic focus will be agreed upon the candidate, to ensure best match between his/her professional development plans and the LHD Division`s priorities
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Required Qualifications

Academic qualification (student, B.A., M.A.)	B.A. and above
Subjects	Political and Social Sciences, International Relations, Business Administration, Public Administration, Migration Studies, International Law
Language Skills	English, knowledge of French and/or Spanish is an advantage
Computer literacy	Proficiency in Microsoft Office programmes, social media, knowledge of SharePoint or other collaboration and knowledge management platforms, as well as project development and database management, is an advantage
Internship-related experiences	It is preferred that the candidate has already had some previous internship experience with another international organization or a private company operating in international business
Additional skills/requirements	<p>The successful candidate will demonstrate the following core behavioural IOM competencies:</p> <ul style="list-style-type: none"> • Accountability; • Client Orientation; • Continuous Learning; • Communication; • Creativity and Initiative; • Planning and Organizing; • Professionalism; • Teamwork; • Technological Awareness.

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Reference No.: ITC1, Genf - Division of Country Programmes

Name of host organisation	International Trade Centre (ITC)
Internship Coordinator	Harseerat Kaur
Address	54-56 rue de Montbrillant, Geneva
Homepage	www.intracen.org

Placement Offer

Dates/duration	01.09.2017 – 28.02.2018, 6 months
Supervisor	Mr. Raimund Moser, Programme Development Adviser, Office of the Director, Division of Country Programmes
Detailed description of the internship project(s); tasks assigned	<ul style="list-style-type: none"> • Participate in programme development and project design including inputs to project ideas, concept notes and project plans; • Carry out country and sector specific research for selected needs assessment activities; • Foster a culture of innovation at ITC by being an active member of ITC's innovation lab its various initiatives including design thinking workshops, innovation ambassador programme, idea shepherding and other initiatives; • Help set up new partnerships with different actors in Geneva and beyond to promote cooperation and co-creation among international development organizations and civil society, other innovation hubs, fablabs and the private sector; • Work of specific innovation pilots that are linked to ITC's projects including challenge setting programmes, hackathons design prints.
Training components and learning elements	<p>The Intern will have the opportunity to combine her/his interests in international trade with applied project work, including:</p> <ul style="list-style-type: none"> • Participation in various aspects of project development including in project design taskforces, combined with background research on issues relevant to trade expansion, will deepen the intern's understanding of the trade-related capacity building needs of developing countries & LDCs, the evolution of Global Value Chains (GVCs), and the inherent potentials for SMEs and their global competitiveness against this backdrop; • The intern will learn about the various forms of technical assistance to improve exporter competitiveness, enhance institutional trade support infrastructure and create an enabling trade policy and regulatory environment; • The intern will gain valuable insights into different areas of project management, from needs assessment and project design to implementation, to monitoring and evaluation. In this context, the intern will use industry-typical tools and methodologies including logframe analysis, ITC's RBM and corporate results

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Reference No.: ITC1, Genf - Division of Country Programmes

	<p>framework, SWOT analysis and monitoring frameworks in line with result-based management principles;</p> <ul style="list-style-type: none"> • Intern will interact with different stakeholders in a project and will have an opportunity to gain insights about the work of ITC's different geographic offices and technical sections. Moreover, he/she can expand his/her understanding of the activities of other UN organisations in the target countries and thereby learn more about the UN system's different constituents and how they interact in the area of Aid for Trade. • The intern will contribute to ITC's innovation related activities and work in cross-disciplinary teams to solve development challenges through novel approaches
Participation in missions or training courses	Traineeship is Geneva-based. Training opportunities offered according to availability and in consultation with supervisor.
Additional comments	<p>The Division of Country Programmes houses ITC's Regional Offices including for Africa (OA), Arab States (OAS), Asia and the Pacific (OAP), Eastern Europe and Central Asia (OEECA) and Latin America and the Caribbean (OLAC). The Regional Offices are responsible for country intelligence, developing and maintaining close relations with partners in ITC programme countries and for coordinating ITC's various activities at the country and regional levels. In addition, the Regional Offices are at the crossroads of designing and implementing country- and region-specific projects in close collaboration with technical sections.</p> <p>One of the core tasks for the Division of Country Programmes is needs assessment, project design and business development. This service covers the conceptualization of effective national and regional trade promotion projects and programmes based on an analysis of supply potential and constraints, identification and formulation of related technical cooperation requirements and resource mobilization.</p>

Required Qualifications

Academic qualification (student, B.A., M.A.)	Minimum: B.A. Intern MUST be enrolled in graduate programme for the duration of the internship!
Subjects	International Development; International Trade; Economics; International Affairs; Business Administration and Management
Language Skills	Very good command of oral and written English; Knowledge of another official UN language is an asset
Computer literacy	Strong proficiency in computer applications, including Microsoft Office
Internship-related experiences	Previous experience in fields of International Development, Trade, Economics and/or Business Administration is highly appreciated.
Additional skills/requirements	Commitment to UN goals

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Reference No.: ITC2, Genf - Office for Eastern Europe and Central Asia

Name of host organisation	International Trade Centre Office for Eastern Europe and Central Asia, Department of Country Programmes
Internship Coordinator	Harseerat Kaur
Address	International Trade Centre Palais des Nations 1211 Geneva 10, Switzerland
Homepage	www.intracen.org

Placement Offer

Dates/duration	01.09.2017 - 31.12.2017, 4 months
Supervisor	Ms. Elena Boutrimova, Chief, Office for Eastern Europe and Central Asia
Detailed description of the internship project(s); tasks assigned	<p>Under the overall guidance of the Chief of Office for Eastern Europe and Central Asia (OEECA), and in close cooperation with other members of the team, the intern will:</p> <ul style="list-style-type: none"> - Gather, compile and analyse background economic information on selected countries and topics; - Contribute to the drafting of project-related chapters (such as rationale, annexes, etc.) and documents (such as concept notes, project ideas) - Assist in the tasks related to the implementation of on-going projects in the Eastern Europe and Central Asian region (i.e. drafting correspondence, progress reports, terms of references of consultants' assignments, etc.) - Interact with different parties involved in the projects development and implementation inside and outside ITC; - Assist in other duties as deemed relevant. <p>Tasks could be adapted according to the intern's interests and to ITC's needs, as they will evolve over time.</p>
Training components and learning elements	<p>The Intern will have the opportunity to put into practice his/her theoretical knowledge of international economics and political science in ITC's technical cooperation work.</p> <p>Participation in various aspects of development of ITC's technical assistance programmes, including background research on related issues, will deepen his/her understanding of the complexity of trade development issues and of technical assistance for trade development. She/he will also gain insight into project management and the steps that are necessary for implementing a project.</p> <p>By interacting with different ITC colleagues, the intern will have the opportunity to gain first-hand information about the work of different sections within ITC. She/he will also gain knowledge about the trade related challenges and priorities of Eastern Europe and Central Asian countries. Moreover, the intern can expand understanding of the activities of other UN organisations in the target countries and thereby learn more about the UN system's different constituents and how they interact.</p>
Participation in missions or training courses	The intern will have an opportunity to participate in all trainings and technical presentations organised by ITC (those which are open to interns).
Additional comments	

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Reference No.: ITC2, Genf - Office for Eastern Europe and Central Asia

Required Qualifications

Academic qualification (student, B.A., M.A.)	Intern MUST be enrolled in graduate programme for the duration of the internship!
Subjects	Business administration, international development, international relations, economics, public administration, trade, other social sciences, and other related subjects
Language Skills	Excellent command of spoken and written English; knowledge of Russian or another language of Eastern Europe and Central Asia would be an asset.
Computer literacy	Microsoft office/internet
Internship-related experiences	Any previous working experience (including internship), especially in the private sector, would be an asset.
Additional skills/requirements	Excellent writing and communication skills, ability to work independantly.

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Reference No.: ITC3, Genf - Supporting Indian Trade and Investment for Africa

Name of host organisation	International Trade Centre
Internship Coordinator	Harseerat Kaur
Address	Palais des Nations, 1211 Geneva 10, Switzerland
Homepage	www.intracen.org

Placement Offer

Dates/duration	01.09.2017 – 28.02.2018, 6 months
Supervisor	Govind Venuprasad
Detailed description of the internship project(s); tasks assigned	<p>The Intern will work under the guidance and supervision of Coordinator – Supporting Indian Trade and Investment for Africa (SITA), in ITC’s Office for Asia and the Pacific. The intern will be placed within the SITA Project Coordination Unit (PCU), specifically on a) project management related activities, including back-office related tasks and b) research and analysis on trade and investment between East Africa and India and/ or sector specific research in collaboration with SITA sector task teams. Particular duties to be performed by the intern include the following:</p> <p><u>Project management:</u></p> <ul style="list-style-type: none"> •Provide support to Coordinator – SITA - in relation to the work of sector task teams (Cotton to clothing, Leather, Spices, Pulses, Coffee, IT-enabled Services and Business Process Outsourcing, and emerging sectors); monitoring progress of project implementation and starting the work planning process for 2018. •Provide support in drafting and editing of various project-related documents in coordination with ITC technical sections and counterparts. •Provide inputs to internal reports, documents and promotional material including brochures and newsletters; and •Perform other duties as assigned by Coordinator – SITA. <p><u>Research and Analysis:</u></p> <ul style="list-style-type: none"> •Support the new and emerging sectors task team (focusing on pharmaceuticals, renewable energy or other sectors) in conducting SITA relevant research, with a concrete research paper or Policy Brief as an output. •Write a research paper on south-south trade and investment trends for communication purposes (content to be used in newsletter or blog post).
Training components and learning elements	<p>The Intern will have the opportunity to combine her/his interests in international trade and investment with applied project work, including:</p> <ul style="list-style-type: none"> •Participation in various aspects of project development, combined with background research on issues relevant to trade expansion, will deepen the intern’s understanding of the trade-related capacity building needs of developing countries and LDCs and the various forms of technical assistance to address these; •The intern will gain insights into different areas of project management, ranging from project design to implementation, to monitoring and evaluation performed; •Intern will interact with different stakeholders in a project and will have an opportunity to learn about the work of different sections within ITC. Moreover, he/she can expand his/her understanding of the activities of other UN organisations and thereby learn more about the UN system’s different constituents and how they interact.

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Reference No.: ITC3, Genf - Supporting Indian Trade and Investment for Africa

	<ul style="list-style-type: none"> •The intern will have the opportunity to interact on a daily basis with colleagues and stakeholders in East Africa and India and gain understanding of the regional trade and investment dynamics. •The intern may participate in internal and some Geneva-based meetings and seminars.
Participation in missions or training courses	Trainings organized for SITA staff will include the intern. UN rules do not permit interns to travel on mission.
Additional comments	<p>Supporting Indian Trade and Investment for Africa (SITA)" financed by the UK Department for International Development (DFID) is being implemented by the International Trade Centre 2015-2020.</p> <p>The project aims at increasing value of business transactions between India and selected East African countries (Ethiopia, Kenya, Rwanda, Uganda and Tanzania) with the ultimate objective to create jobs and income opportunities in East Africa.</p> <p>This will be achieved by enabling East Africa's access to India's market and facilitating investment and transfer of Indian knowledge, expertise and technology to East Africa through i) public-private dialogue, ii) improving capacity of East African companies and TSIs and iii) creating business linkages.</p>

Required Qualifications

Academic qualification (student, B.A., M.A.)	Minimum qualification: Must be enrolled in final year of B.A.
Subjects	Economics, Business administration, International affairs, Development studies or related subject
Language Skills	English mandatory
Computer literacy	Familiar with internet research and MS Office (Word, Excel, and Power Point)
Internship-related experiences	Not applicable
Additional skills/requirements	Ability to work in a multicultural environment, with a thirst for knowledge, drive to succeed, and accomplish tasks with minimum supervision.

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Reference No.: ITC4, Genf - Office of Latin America and the Caribbean

Name of host organisation	International Trade Centre (ITC)
Internship Coordinator	Ms. Harseerat Kaur
Address	Palais des Nations 1211 Geneva, Switzerland
Homepage	

Placement Offer

Dates/duration	11.09.2017 - 10.03.2018, 6 months
Supervisor	Rene Alarcon, Senior Trade Promotion Officer
Detailed description of the internship project(s); tasks assigned	<p>The International Trade Centre (ITC) is the joint agency of the United Nations and the World Trade Organization fully dedicated to the development of small and medium enterprises (SMEs). ITC works with and through partners to strengthen the competitiveness of SME exporters and build vibrant, sustainable export sectors that provide entrepreneurial opportunities, particularly for women, youth and poor, underserved communities.</p> <p>ITC's Office for Latin America and the Caribbean aims at increasing ITC's presence and interventions in the region and has the following specific objectives:</p> <ol style="list-style-type: none"> 1. Enhance ITC's visibility and establish partnerships with local and regional counterparts, governments, private sector and donors. 2. Identify project opportunities, design technical assistance interventions, and manage projects and programs. 3. Coordinate all ITC activities in the region, including those executed by ITC's technical sections. <p>Under the overall supervision of the Chief, Office for Latin America and the Caribbean (OLAC), and the direct guidance of the Senior Trade Promotion Officer, the intern will:</p> <ul style="list-style-type: none"> • Assist in the development and implementation of partnerships in the region and the negotiation of inter-institutional agreements. Notably, the intern will support the implementation of projects in partnership with the Caribbean Development Bank and with the Central American Secretariat of Economic Integration. • Performing specific tasks related to the development of project proposals, including intelligence gathering, trade statistics and industry analysis, and drafting sections of documents. • Perform searches and prepare short briefs on relevant news, projects, programs, and publications on international trade and development in Latin America and the Caribbean. • Participate in meetings, phone calls or videoconferences, take notes, prepare minutes, and follow up on actions. • Draft and finalize reports, presentations, both in English and Spanish; carry

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Reference No.: ITC4, Genf - Office of Latin America and the Caribbean

	<p>out quality control, proofread, edit texts, and review translations</p> <ul style="list-style-type: none"> • Provide assistance in the preparation of country briefs and other regional intelligence for the use of the section and that of ITC's Executive Director.
Training components and learning elements	<ul style="list-style-type: none"> • The intern will have access to the entire suite of tools and training on market analysis and sustainable trade. The intern will also have access to ITC's SME Trade Academy and its full suite of courses for the development of SMEs and Trade Support Institutions. • On-the-job learning with the supervision and mentoring of a senior officer in OLAC.
Participation in missions or training courses	No participation in missions is anticipated. ITC and the wider UN office in Geneva offer numerous formal and informal training opportunities as well as cultural activities to complement the intern's experience.
Additional comments	

Required Qualifications

Academic qualification (student, B.A., M.A.)	Minimum Bachelor's degree student in her/his last year of study.
Subjects	<ul style="list-style-type: none"> • Studies in international trade, international development, public policy, international business or similar area.
Language Skills	<ul style="list-style-type: none"> • Advanced command of English and good command of Spanish, particularly written.
Computer literacy	<ul style="list-style-type: none"> • Computer literate. Good command of Microsoft Office with advanced skills in MS Excel
Internship-related experiences	
Additional skills/requirements	<ul style="list-style-type: none"> • Good writing skills in at least one language, English or Spanish. • Interest in and adaptability to work in a multi-cultural, multi-lingual professional environment. • ITC is committed to the following core competencies: <ul style="list-style-type: none"> ○ Integrity ○ Pragmatism ○ Client Commitment ○ Excellence & Accountability

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Reference No.: ITC5, Genf - Trade and Environment Programme

Name of host organisation	International Trade Centre (UN/WTO)
Internship Coordinator	Harseerat Kaur
Address	ITC, Palais des Nations, Geneve, Switzerland 1211
Homepage	www.intracen.org www.facebook.org/Itcenvironment https://www.linkedin.com/in/itcenvironment

Placement Offer

Dates/duration	01.09.2017 – 28.02.2018, 6 months
Supervisor	Alexander Kasterine, Head, Trade and Environment Programme
Detailed description of the internship project(s); tasks assigned	<p>The Trade and Environment Programme (TEP) is seeking an intern to provide support to current research projects and writing of market studies carried out by the Programme.</p> <p>The main objectives of ITC's TEP is to strengthen the competitiveness of small – and medium-sized enterprises (SMEs) in developing countries by facilitating greater access to the benefits of biodiversity trade to local livelihoods, and by ensuring that trade in biodiversity is climate-smart, legal, sustainable, and verifiable. TEP identifies market opportunities for developing countries and analyses how sustainable sourcing and climate resilience can be strengthened.</p> <p>TEP promotes sustainable and socially responsible export supply chains of agri-food products (e.g. quinoa, sacha inchi, cocoa and tea) and wildlife products (raffia, vicuña, crocodile and python skin). TEP supports SMEs in East Africa (Kenya, Madagascar), West Africa (Ghana), Latin America (Amazon and Andean regions) and South East Asia (Indonesia, Malaysia, and Vietnam) in terms of capacity building, advisory services, establishing market linkages as well as creating market intelligence.</p> <p>The programme offers technical assistance ranging from training activities for producers on climate- smart agricultural practices, the preparation of sustainable certifications such as organic and fair trade to consulting on packaging, branding and marketing as well as the preparation of SMEs for international trade fairs, thus, improving the access to international markets. Furthermore, TEP conducts a broad range of studies on trade and environment related issues, including the wildlife trade and payment for ecosystem services.</p> <p>An internship in the ITC's TEP team is a great opportunity to learn about the latest trade- development and trade-environment trends.</p> <p>Under the supervision and management of the Head of the Programme, the intern will undertake the following duties:</p> <p>Research activities:</p> <ul style="list-style-type: none"> • Assist with the preparation and review of publications/ policy briefs/ presentations; • Research support on project related topics such as: green growth, eco-efficiency, biodiversity-based trade, climate change mitigation and adaptation; • Research support on data and analysis to strengthen the quality of the publications produced in the Programme; • Perform background research on the different mechanisms being developed and implemented by governments and the private sector to promote climate-smart

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	<p>agriculture and sustainability practices, including relevant trade linkages. Communications activities:</p> <ul style="list-style-type: none"> • Provide background research on content to be published on the blog and website of the TEP • Participate in the creation of content and upload news to the TEP's blog, website, newsletter and social media platforms • Take part in other web related projects, such as redesigning TEP's website <p>The tasks and responsibilities may vary, subject to the team's workload and priorities at the time of the internship.</p>
Training components and learning elements	The intern will gain a thorough grounding in project management, research and outreach related to the interface between development, trade and sustainability. S/he will have the opportunity to participate fully in project meetings, events and presentations as well as attending external events and networking with Geneva based international organizations, academic community and NGOs.
Participation in missions or training courses	The internship does not include missions although it is feasible that s/he can attend training courses if funding is available to cover the costs of courses.
Additional comments	

Required Qualifications

Academic qualification (student, B.A., M.A.)	Intern MUST be enrolled in graduate programme for the duration of the internship!
Subjects	Applied economics (agriculture, environment, development etc.), development studies, law, business, natural resources, finance or related area.
Language Skills	Very good knowledge of English and good knowledge or any second language
Computer literacy	Microsoft Office
Internship-related experiences	None required, although strong demonstrated in sustainability issues and development required.
Additional skills/requirements	none

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Reference No.: ITC6, Genf - Women and Trade Programme

Name of host organisation	International Trade Centre (ITC)
Internship Coordinator	Harseerat Kaur
Address	ITC, Palais des Nations, 1211 Geneva 10, Switzerland
Homepage	www.intracen.org

Placement Offer

Dates/duration	01.09.2017 – 28.02.2018, 6 months
Supervisor	Vanessa Erogbogbo, Head, Women and Trade Programme
Detailed description of the internship project(s); tasks assigned	<p>Background: The purpose of the Women and Trade Programme is to increase the economic benefits business women in developing countries derive from their participation in international trade.</p> <p>The W&T Programme provides the overarching framework for the management and coordination of projects with a common objective: to use trade as a vehicle for increasing income and employment of women in developing countries, focussing on women entrepreneurs and women working in export-oriented value chains.</p> <p>Duties and responsibilities: The Intern will be assigned to support the Women and Trade team and will be performing a variety of tasks, subject to the team's workload and priorities at the time of the internship. Under the overall guidance of the Women and Trade Programme Manager, and the supervision of the Women and Trade Associate Programme Adviser, the intern will carry out the following duties:</p> <ul style="list-style-type: none"> -Conducting internet research on thematic issues; -Supporting the team with communication materials; -Assisting in collecting results on previous business generation activities; -Assisting with the preparation of Memorandum of Understanding; -Drafting, formatting, editing and posting original web site content/news stories, including graphics, photographs and video; -Maintaining databases; -Assist with planning for workshops and events including the buyer mentor group workshops; -Assist with preparation of information and data for publications; -Assist with preparations for the global and regional Women Vendors Exhibition and Forum (WVEF) meetings; -Assist with any other Women and Trade Programme tasks as and when needed.
Training components and learning elements	
Participation in missions or training courses	Possible participation in Buyer Mentor Group workshops and regional/global WVEFs
Additional comments	

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Reference No.: ITC6, Genf - Women and Trade Programme

Required Qualifications

Academic qualification (student, B.A., M.A.)	M.A. Intern MUST be enrolled in graduate programme for the duration of the internship!
Subjects	International trade, business administration, communication or international development;
Language Skills	Fluency in English, both spoken and written; knowledge of other UN languages an asset.
Computer literacy	Advanced computer literacy, particularly regarding the use of major office tools (e.g.: Microsoft Office applications).
Internship-related experiences	<ul style="list-style-type: none"> • Excellent written and verbal communications skills • Strong research and analytical skills • Accuracy, flexibility and ability to work under pressure and tight deadlines
Additional skills/requirements	<ul style="list-style-type: none"> • Excellent written and verbal communications skills • Strong research and analytical skills • Accuracy, flexibility and ability to work under pressure and tight deadline

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Reference No.: MRG, London - Fundraising Department

Name of host organisation	Minority Rights Group International (MRG)
Internship Coordinator	Cecile CLERC, Head of Development & Partnerhips
Address	54 Commercial Street, London, E16LT UK
Homepage	www.minorityrights.org

Placement Offer

Dates/duration	01.09.2017 - 28.02.2018, 6 months
Supervisor	Cecile CLERC
Detailed description of the internship project(s); tasks assigned	<p>The intern will be asked to support the work on the Fundraising Department of the organization. Tasks will include:</p> <ol style="list-style-type: none"> 1- Research donors' interests, policies 2- Analyse calls for proposals launched by donors 3- Work with the Program & Finance teams to respond to the calls fro funding by designing projects and budgets that meet needs on the ground and respond to the specificities of the calls. 4- Nurture existing & potential donors including the organization of events eventually and the production of relevant materials. 5- Update internal tools used by the team to keep track of funding opportunities, reporting deadline, financial requirements etc 6- Write and submit funding proposals. 7- Liaise with partners, like minded organizations and donors. 8- Admin as required.
Training components and learning elements	The proposed internship offers interns an opportunity to learn all the ropes of fundraising as practiced by NGOs. Alongside shadowing experienced fundraisers in all their tasks, interns will be offer a chance to put in practice everything they learn through actually implemented particular tasks. Their supervisor will be offering them training depending on their needs and interests.
Participation in missions or training courses	No mission related work expected but the opportunity to attend many online training as we are subscribe to a provider which runs regular training webinars
Additional comments	

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Reference No.: MRG, London - Fundraising Department

Required Qualifications

Academic qualification (student, B.A., M.A.)	BA
Subjects	Human and minority rights, international development, humanities, social sciences.
Language Skills	No specific requirement
Computer literacy	Literate in Microsoft Office
Internship-related experiences	None in particular
Additional skills/requirements	Good attention to details Good communication skills. But more than anything.....Being keen to learn about fundraising!

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Reference No.: NATO1, Brüssel - Policy Planning Unit

Name of host organisation	NATO Policy Planning Unit (PPU), Office of the Secretary General
Internship Coordinator	Yesim Yenersoy, Human Resources, Executive Management Division
Address	NATO HQ, Boulevard Leopold III 1110 Brussels
Homepage	www.nato.int

Placement Offer

Dates/duration	01.03.2018 - 31.08.2018, 6 months Please note: starting date may vary; internship may only be started after reception of security clearance!
Supervisor	Mr. Stian Jenssen, Head of NATO Policy Planning Unit, Office of the Secretary General
Detailed description of the internship project(s); tasks assigned	The placement is within the Policy Planning Unit (PPU), providing the Secretary General with policy advice based on research and close contacts with worldwide academic institutions and think tanks. The Carlo Schmid Fellow would in particular: <ul style="list-style-type: none"> • Provide research support to the policy advisors, including assisting in the preparation of policy papers for the Secretary General; • Draft programmes and background papers for events organised by PPU; • Attend committee meetings and brief unit on Allies' positions and key points; • Monitor speeches of stakeholders and publications of think tank on topics of interest for PPU and the Office of the Secretary General; • Synthesize and summarize articles; • Maintain a database of facts and figures on trends in global politics and the economy; • Being a full member of the team, the intern will actively be participating and contributing to staff meetings; • Many more...
Training components and learning elements	The incumbent will be at the core of policy making at NATO and will thus experience first-hand what makes an international organisation like NATO tick and how its senior leadership guides the decision-making process.
Participation in missions or training courses	In addition, the incumbent will participate in seminars, workshops and other events organised by PPU at the HQ and downtown Brussels. He / she will of course also participate in all activities organised by the HQ for its interns (i.e. visits to the European Institutions, SHAPE, and many more).
Additional comments	Any fellowship at NATO is subject to holding a security clearance. NATO will launch the related procedures upon selection of the candidate. The screening process done by the national authorities can take much longer than expected. In that case, the internship will be delayed accordingly.

Required Qualifications

Academic qualification (student, B.A., M.A.)	Candidates must hold at least a degree at the Bachelor level. Preference will be given to candidates holding a Master degree or are enrolled in a PhD programme.
Subjects	International Relations, Political Science, Security Studies, History, Economics or

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	related disciplines.
Language Skills	An excellent knowledge of written and spoken English is required for this placement. French is a working language at NATO and would be an asset.
Computer literacy	Computer literacy is essential. Knowledge of research tools is a plus.
Internship-related experiences	Some experience with international affairs and familiarity with NATO's work, as well as experience in speechwriting and/or background notes would be an asset.
Additional skills/requirements	Good communication and writing skills are a must. The fellow would be expected to possess a certain degree of analytical and creative thinking. He / she should enjoy working in a complex international political environment also under time pressure. The fellow needs good inter-personal and organizational skills. He / she should have the capacity to work as a self-starter.

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Reference No.: NATO2, Brüssel - Office of Legal Affairs

Name of host organisation	NATO HQ Brussels – Office of Legal Affairs
Internship Coordinator	Yesim Yenersoy, Human Resources, Executive Management Division
Address	NATO HQ, Boulevard Leopold III 1110 Brussels
Homepage	www.nato.int

Placement Offer

Dates/duration	01.01.2018 - 30.06.2018, 6 months Please note: starting date may vary; internship may only be started after reception of security clearance!
Supervisor	Mr. Steven Hill, Legal Adviser and Director, Office of Legal Affairs
Detailed description of the internship project(s); tasks assigned	Research on legal issues, draft preliminary legal advice and provide legal input on a wide variety of issues pertaining to the legal status, internal functioning, external co-operation, operations and missions of NATO, such as: <ul style="list-style-type: none"> - Research and drafting on questions of law and procedure relating to negotiations of agreements, MOUs and other binding instruments of international law; - Performing research on issues and regulations with respect to the legal status of the Organization, including privileges and immunities, Host Nation issues, assets, property and even finances; - Assisting with research on issues relating to private and public law transactions; - Claims and disputes (internal, commercial, and operational); - Researching and drafting of speaking points in preparation for academic and professional legal events; assistance with drafting of articles, drafting of reports from academic or professional legal events; - Attending committee and working group meetings, taking notes, writing reports, helping prompt follow-up research and coordination of the legal work or advice.
Training components and learning elements	<ul style="list-style-type: none"> - Practical opportunities to learn through daily interactions (specifically mentoring by, and work for) more than one of NATO HQ's attorneys on a wide variety of projects. No formal training offered to interns, except language training at reduced prices (see below)
Participation in missions or training courses	Attendance at academic or professional events as appropriate.
Additional comments	Language course (French and English) offered on site at reduced price

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 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
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Reference No.: NATO2, Brüssel - Office of Legal Affairs

Required Qualifications

Academic qualification (student, B.A., M.A.)	
Subjects	Public International Law
Language Skills	Fluency in either English or French required. Some knowledge of the "other" official NATO language is a plus, but not a mandatory requirement.
Computer literacy	Very good level of work with PC, MS Office Suite SharePoint platform a big advantage Use of legal databases and research platforms, knowledge of legal blogs and appropriate online resources Desirable (but not mandatory): databases, other IT skills, welcome
Internship-related experiences	(any of the below, or a combination of the below) <ul style="list-style-type: none"> - Experience with legal research on topics of international public law - Experience in an International Organization or European Institution - Experience in an NGO, in a relevant capacity and area - Experience in a national administration (preferably MFA or MOD) - (alternatively) a proven record of high-level research in Public International Law and other relevant areas
Additional skills/requirements	Excellent drafting skills Excellent research skills (DB, specialized literature, Internet) Excellent analytical skills Diplomatic ability and a positive attitude

CARLO SCHMID PROGRAMME
FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
PLACEMENT OFFER 2017/2018

Reference No.: NATO3, Brüssel - Energy Security Section

Name of host organisation	NATO
Internship Coordinator	Yesim Yenersoy
Address	Blvd Leopold III B-1110 NATO
Homepage	www.nato.int

Placement Offer

Dates/duration	01.02.2018 - 31.07.2018, 6 months Please note: starting date may vary; internship may only be started after reception of security clearance!
Supervisor	Michael Ruehle, Head, Energy Security Section
Detailed description of the internship project(s); tasks assigned	The Emerging Security Challenges Division provides analysis and policy development on non-traditional security threats. The Energy Security Section focuses on energy and environmental security. The Carlo Schmid Fellow would: <ul style="list-style-type: none"> • Contribute to policy papers on energy and environmental security; • Support the organisation of events (e.g. roundtables and conferences on energy and environmental security); • Provide input for briefing packages for the leadership of the Division and other high-ranking NATO officials; • Communicate and coordinate with internal and external stakeholders for the implementation of projects (e.g. energy efficiency in military operations, protection of critical energy infrastructure).
Training components and learning elements	The Carlo Schmid Fellow would be enrolled in all regular training activities of NATO's Internship Programme, including a NATO introduction course, the NATO Speakers' Series, briefing days at NATO's Strategic Command Operations in Mons, the European Defence Agency and the EU in Brussels. The learning elements during the fellowship are considerable. The Fellow will be involved in all dimensions of staff work. Of particular importance will be the drafting of memos and policy papers, which will provide the Fellow with valuable insights in the inner workings of a large multinational organization. He/she will learn how to structure arguments so as achieve maximum effect. Participation in committee meetings will provide him/her with firsthand impressions of how national positions are being articulated, and how the International Staff seeks to build consensus by developing viable compromise positions.
Participation in missions or training courses	The incumbent can enrol in language training courses offered via NATO's Internship programme. Missions are initially not foreseen, but can be considered if required.
Additional comments	Any fellowship at NATO is subject to holding a security clearance. NATO will launch the related procedures upon selection of the candidate.

CARLO SCHMID PROGRAMME
FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
PLACEMENT OFFER 2017/2018

Reference No.: NATO3, Brüssel - Energy Security Section

Required Qualifications

Academic qualification (student, B.A., M.A.)	
Subjects	Political science; international relations; journalism; communication.
Language Skills	Excellent knowledge of written and spoken English is required for this placement. French is a working language at NATO and would be an asset. Any other language, especially Arabic or Russian, could be helpful.
Computer literacy	The fellow must be able to use standard PC functions. Knowledge of presentation programmes (e.g. PowerPoint) would be desirable, as he/she might be asked to help with PPT Presentations for conferences or committee briefings.
Internship-related experiences	Some experience with international affairs and familiarity with NATO's work, as well as experience in communication projects would be an asset.
Additional skills/requirements	Good communication and writing skills are a must. The fellow would be expected to possess a certain degree of analytical and creative thinking. He / she should enjoy working in a complex international political environment, also under time pressure. The fellow needs good inter-personal and organizational skills.

CARLO SCHMID PROGRAMME
 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
 PLACEMENT OFFER 2017/2018

Reference No.: NATO4, Brüssel - Policy, Plans, and Partnerships Section

Name of host organisation	NATO
Internship Coordinator	Penelope Theodossiou
Address	NATO Headquarters Defence Investment Division Administrative Officer B-1110 BRUSSELS
Homepage	http://www.nato.int

Placement Offer

Dates/duration	01.01.2018 - 30.06.2018, 6 months Please note: starting date may vary; internship may only be started after reception of security clearance!
Supervisor	Ms. Arina Danila Head, Policy, Plans, and Partnerships Section Defence Investment Division
Detailed description of the internship project(s); tasks assigned	<p>The intern will primarily be requested to support work on facilitating new multinational capability cooperation efforts, under the direct supervision of Mr. Joachim Hofbauer, the Head of the Capability Cooperation Development Team.</p> <p>The intern will be fully involved in all activities required for developing and initiating new multinational cooperation opportunities for NATO key capability areas. These efforts are usually captured in the form of Letters of Intent (LOI) or Memoranda of Understanding (MOU) signed by Defence Ministers during NATO Defence Minister Meetings or Summits.</p> <p>Specific tasks include the identification process for potential areas of collaboration, the formulation of specific multinational cooperation opportunities in coordination with relevant subject matter experts, delivery of “sales pitches” to Allies, negotiations and coordination at bilateral and multilateral level, drafting and staffing the signing of LOIs (including administrative preparation of the ceremonies), and post-LOI implementation support.</p> <p>Beyond this primary area of responsibility the intern might also assist with the ongoing P3S work on the improvement of governance arrangements for capability delivery, including in support of the senior oversight of the Capability Delivery Executive Board (CDEB).</p> <p>Equally, he/she might support other P3S related work and engagements.</p>
Training components and learning elements	<p>Project development and negotiating in a multinational environment with a view to contribute to the initiation and progression of high visibility capability cooperation efforts.</p> <p>Applying business development and entrepreneurial activities within the constraints of a multinational bureaucracy. Intercultural communications. Conceptual thinking combined with practical implementation.</p> <p>Opportunity to provide support for the preparation of senior level political/military meetings, including sessions of the North Atlantic Council and the 2018 NATO Summit.</p>

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 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
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Reference No.: NATO4, Brüssel - Policy, Plans, and Partnerships Section

Participation in missions or training courses	Broad range of meetings in the NATO environment. Potential visits to other NATO bodies and international organisations. Opportunity to participate in seminars and training activities at NATO Headquarters.
Additional comments	The intern will be supported by a mentor provided by NATO international staff. He/she will receive well identified objectives at the start of his/her internship, which will be continuously evaluated in close cooperation with the mentor. The intern will return back home with the invaluable experience of having contributed to clearly identifiable, high visibility outcomes for NATO.

Required Qualifications

Academic qualification (student, B.A., M.A.)	
Subjects	International Studies, Security Studies, Defence Engineering and Management or similar studies.
Language Skills	English – excellent language skills required, both oral and written.
Computer literacy	Very good user of Word and PowerPoint.
Internship-related experiences	Previous experiences in multinational settings would be an asset.
Additional skills/requirements	Clarity and accuracy, analytical thinking, entrepreneurial mind set, output focused self-starter, initiative and team spirit.

CARLO SCHMID PROGRAMME
 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
 PLACEMENT OFFER 2017/2018

Reference No.: NATO05, Brüssel - Surveillance and Reconnaissance Section

Name of host organisation	NATO
Internship Coordinator	Penelope Theodossiou
Address	NATO Headquarters Defence Investment Division Administrative Officer B-1110 BRUSSELS
Homepage	http://www.nato.int

Placement Offer

Dates/duration	01.01.2018 - 30.06.2018, 6 months Please note: starting date may vary; internship may only be started after reception of security clearance!
Supervisor	Mr Robert Murray NATO Headquarters, Defence Investment Division Head, Intelligence, Surveillance and Reconnaissance Section
Detailed description of the internship project(s); tasks assigned	The intern will be requested to support programme implementation of one of the Alliance's highest capability priorities: Joint Intelligence, Surveillance and Reconnaissance – often referred to as JISR. He will be also dealing with Alliance Ground Surveillance (AGS) and Alliance Future Surveillance and Control (AFSC) topics. He/she will work as a staff member within an international team. Amongst other tasks, the intern will probably participate or be in charge of: preparation of speeches for senior staff, presentations and briefing notes to formal NATO committees, provide support to NATO committees and Task Forces as required, help setting up events (the last Carlo Schmid intern worked extensively on high profile aspects of the NATO Warsaw Summit), trials or conferences and work extensively with the ISR Section team members. More background information about the JISR programme can be found on the NATO web site: http://www.nato.int/cps/po/natohq/topics_111830.htm
Training components and learning elements	Teamwork. Exposure to other languages. Enhancing organisational skills and expertise. Strategic communication skills. Intercultural communications. Conceptual thinking combined with practical implementation.
Participation in missions or training courses	Several meetings in the NATO environment. Occasional visits to other NATO bodies and international organisations. Opportunity to participate in seminars and training activities at NATO Headquarters.

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 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
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Reference No.: NATO5, Brüssel - Surveillance and Reconnaissance Section

Additional comments	<p>The intern will be supported by a mentor provided by NATO international staff.</p> <p>He/she will receive well identified objectives at the start of his/her internship, which will be continuously evaluated in close cooperation with the mentor.</p> <p>The intern will return back home with the invaluable experience of having been a member of an international team of experienced, high-performance professionals working on a high-visibility programme for the Alliance.</p>
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Required Qualifications

Academic qualification (student, B.A., M.A.)	<p>Minimum academic requirement: B.A., preferably M.A.</p> <p>Intern MUST be enrolled in graduate programme for the duration of the internship!</p>
Subjects	International Studies, Security Studies, Defence Engineering and Management or similar studies.
Language Skills	English – excellent language skills required, both oral and written.
Computer literacy	Very good user of Word and PowerPoint. Familiarity with a SharePoint environment is a plus.
Internship-related experiences	Internships in other international organisations would be appreciated.
Additional skills/requirements	Clarity and accuracy, analytical thinking, customer service orientation, initiative and team spirit.

CARLO SCHMID PROGRAMME
 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
 PLACEMENT OFFER 2017/2018

Reference No.: NATO06, Brüssel - Strategic Communications Unit

Name of host organisation	NATO Public Diplomacy Division (PDD), Strategic Communications Unit
Internship Coordinator	Anna Sandell, PDD Administrative Assistant
Address	NATO HQ, Boulevard Leopold III 1110 Brussels
Homepage	www.nato.int

Placement Offer

Dates/duration	01.01.2018 - 30.06.2018, 6 months Please note: starting date may vary; internship may only be started after reception of security clearance!
Supervisor	Christopher Riley, Head of Strategic Communications
Detailed description of the internship project(s); tasks assigned	<p>The Placement is within the PDD Strategic Communications (StratCom) Unit</p> <p>The Strategic Communications Unit is responsible for developing and implementing a pro-active, integrated approach to NATO's communication, working in close coordination with divisions of the NATO International Secretariat and the military chain of command as well as with NATO member and partner nations.</p> <p>The Carlo Schmid Fellow would be focused on the following areas:</p> <ul style="list-style-type: none"> - Issues Management: Tracking issues of importance to the Alliance, supporting the policy-development process by contributing to the creation of strategic communications frameworks, attending meetings with Allies on key documents and issues, contributing to narrative development and the framing of issues. - Forward Planning: Generating systems and procedures to manage work flows, planning future projects and identifying work streams. - Campaigns: Supporting colleagues from across PDD in the development of multi-faceted communication campaigns, developing objectives and contributing to assessment metrics. - Engagement and Stakeholder Management: Maintaining close relationships with key stakeholders and experts working on issues important to the Alliance, coordinating with other NATO entities to ensure coherence of narrative, facilitating dialogue with NATO delegations. - Support PDD Management: Perform staff work in support of presentations as required.

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 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
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Reference No.: NATO06, Brüssel - Strategic Communications Unit

Training components and learning elements	<p>The Carlo Schmid Fellow would be invited to participate in all regular training activities of NATO's Internship Programme, including a NATO introduction course, the NATO Speakers' Series, briefing days at NATO's Strategic Command Operations in Mons, the European Defence Agency and the EU in Brussels.</p> <p>The learning elements during the fellowship are considerable. Strategic Communications has been identified by the Allies as critical in the context of hybrid warfare and the fellowship offers substantial exposure to and involvement in key issues on NATO's agenda as well as offering excellent experience in handling and contributing to communication campaigns. Enhanced and systematic coordination in the realm of communications is essential if the Alliance is to address current and future challenges and the incumbent would be directly contributing to this directive.</p>
Participation in missions or training courses	The incumbent can enrol in the language training courses offered via NATO's Internship programme.
Additional comments	Any fellowship at NATO is subject to holding a security clearance. NATO will launch the related procedures upon selection of the candidate.

Required Qualifications

Academic qualification (student, B.A., M.A.)	
Subjects	<ul style="list-style-type: none"> - The ideal candidate would have a background in either: Political Science/International Relations, Public Policy, Communications Studies, or Public Relations/Marketing
Language Skills	<ul style="list-style-type: none"> - Excellent English, especially in written work - French would be an asset
Computer literacy	<ul style="list-style-type: none"> - Familiarity with MS Office package (in particular MS Word)
Internship-related experiences	
Additional skills/requirements	<ul style="list-style-type: none"> - Strong analytical skills - Tact and discretion - Excellent organisational abilities

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 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
 PLACEMENT OFFER 2017/2018

Reference No.: NATO7, Brüssel - Capability Delivery Section

Name of host organisation	NATO
Internship Coordinator	Penelope Theodossiou
Address	NATO Headquarters Defence Investment Division Administrative Officer B-1110 Brussels
Homepage	http://www.nato.int

Placement Offer

Dates/duration	01.02.2018 - 31.07.2018, 6 months Please note: starting date may vary; internship may only be started after reception of security clearance!
Supervisor	Mr Tim Webb HATO Headquarters, Defence Investment Division, Head of Capability Delivery Section
Detailed description of the internship project(s); tasks assigned	(Can be tailored to experience and learning objectives of the candidate) <ol style="list-style-type: none"> 1. Assist with the development of the NATO-Industry relationship. To include working with Nations to propose and develop the implementation measures that result from the Framework for NATO-Industry Engagement. 2. With a view to maintaining the 'technological edge' and national programmes to pursue innovation - develop proposals to work with stakeholders, NATO bodies, other national and international organisations to encourage and harness innovation and avoid duplication of effort. 3. Consider tools and mechanisms that could be developed in support of the NATO-EU Declaration signed at the Warsaw Summit, especially where the organisations need to consider member states' supply chain. 4. Prepare material (speaking and background notes, presentations, reports) for senior leadership.
Training components and learning elements	Opportunity to prepare for and attend senior level political/military meetings and attend session of the North Atlantic Council. Be part of the development and shaping of NATO policies and procedures.
Participation in missions or training courses	This appointment may include some missions to NATO nations.
Additional comments	A NATO Summit is envisaged during the period of this internship. The Defence Investment Division will be involved in drafting and supporting many Summit documents/deliverables – the intern would gain insight into the 'mechanics' of Summit preparation.

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 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
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Reference No.: NATO7, Brüssel - Capability Delivery Section

Required Qualifications

Academic qualification (student, B.A., M.A.)	B.A. BEng BSc
Subjects	International Studies, International Relations, Defence and Military Issues, Defence Engineering and Management, Project and Programme Management, Systems Engineering.
Language Skills	English: Excellent
Computer literacy	Proficient in the use of MS Office products.
Internship-related experiences	Experience dealing with Defence Issues would be desirable. Experience of Armament issues in a multinational context appreciated.
Additional skills/requirements	An ability to work autonomously and under time pressure is required. Initiative and good communication skills are essential. Clarity and accuracy, analytical thinking and some political awareness are very important.

CARLO SCHMID PROGRAMME
 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
 PLACEMENT OFFER 2017/2018

Reference No.: OAS, Washington D.C. - OAS Fellowship on Open Government

Name of host organisation	General Secretariat of the Organization of American States (OAS)
Internship Coordinator	Matthias Jaeger, Project Coordinator, The OAS Fellowship on Open Government in the Americas
Address	1889 F Street NW Washington, D.C. 20006 USA
Homepage	www.oas.org; www.oas.org/OpenGovFellowship

Placement Offer

Dates/duration	01.09.2017 – 31.12.2017, 4 months
Supervisor	Matthias Jaeger, Project Coordinator, The OAS Fellowship on Open Government in the Americas
Detailed description of the internship project(s); tasks assigned	<p>The Organization of American States (www.oas.org) is the world’s oldest regional organization. It brings together all 35 independent states of the Americas and constitutes the main political, juridical, and social governmental forum in the hemisphere. Its work focusses on consolidating democracy, defending human rights, strengthening peace and security, and promoting development in the region.</p> <p>The OAS now offers an opportunity for participants of the Carlo Schmid Programme for Internships in International Organizations and EU Institutions who have a keen interest in Latin America to work on one of the organization’s new flagship initiatives, the “OAS Fellowship on Open Government in the Americas” (www.oas.org/OpenGovFellowship). This new program on transparency, citizen participation and innovation gathers young leaders from government, civil society, and the private sector from all over the Americas. It combines capacity development (thematic workshops and seminars related to Open Government topics) with leadership training (e.g. public narrative, negotiation, coalition-building), development of projects, and networking elements.</p> <p>Tasks assigned to the Carlo Schmid Programme participant would typically include the following (depending on the exact dates of the internship, the personal interests and skill set of the applicant):</p> <ul style="list-style-type: none"> - Participation in the design of the agenda for an international seminars (to be held in Fall 2017 at a location to be determined in Latin America) - Independently conducting parts thereof, such as moderating workshops, breakout sessions, etc. - Assisting with all parts of the seminar preparations, such as venue research, logistics, identification and invitation of speakers, writing session scripts, briefing speakers, etc. - Internal and external communication of the program - Independently developing a long-term communication strategy for the program, in particular regarding social media, Web activities, etc. - Contribute to the further conceptual development of the Fellowship program - Participate in fundraising and partnership management activities carried out by the Program Coordinator

CARLO SCHMID PROGRAMME
 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
 PLACEMENT OFFER 2017/2018

Reference No.: OAS, Washington D.C. - OAS Fellowship on Open Government

Training components and learning elements	The placement offer includes the opportunity to work on all parts of the Fellowship program (program design, selection of participants, implementation of seminars and workshops, partnership management, fundraising) and allows candidates to interact with the next generation of Latin American leaders in an open, creative and informal setting. Beyond the project context, it provides an opportunity to get to know the work and institutional dynamics of an international organization's headquarters in the inspiring international atmosphere of Washington, D.C. Thorough support and supervision will be provided by the Project Coordinator and Head of Department.
Participation in missions or training courses	Generally, no formal training can be offered to interns. A participation in the OAS internship program (with weekly meetings with all other OAS interns and presentations and visits to other international organizations etc.) is part of the internship. Participation in (national/international) missions is generally possible and envisioned, depending on the exact dates of the internship and events.
Additional comments	---

Required Qualifications

Academic qualification (student, B.A., M.A.)	Minimum requirement B.A., M.A. strongly preferred
Subjects	International relations; Political Science; Public Policy; Latin American Studies; Sociology; Journalism
Language Skills	Please note the following special language requirement: While the organization's official languages are Spanish, English, Portuguese, and French, everyday business is conducted almost entirely in Spanish. Therefore, only applications from candidates with a solid knowledge of Spanish (C-1 level) and prior experience (internships, study-abroad programs, etc.) in Spanish-speaking countries can be considered.
Computer literacy	Microsoft Office, Social media literacy
Internship-related experiences	Prior experience in Spanish-speaking countries required. Background in democratic governance, transparency or related issues helpful but not required.
Additional skills/requirements	Ability to work independently and in a team; passion for intercultural work environments; flexibility and ability to work under pressure.

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FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
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Reference No.: OECD1, Paris - International Migration Division

Name of host organisation	OECD
Internship Coordinator	Thomas Liebig
Address	International Migration Division Directorate for Employment, Labour and Social Affairs OECD 2, rue André-Pascal F-75775 Paris Cedex 16
Homepage	www.oecd.org/migration

Placement Offer

Dates/duration	01.09.2017 – 28.02.2018, 6 months
Supervisor	Thomas Liebig (Principal Administrator)
Detailed description of the internship project(s); tasks assigned	<p>One in five persons in OECD countries are either foreign-born or native-born children of immigrants, and 4-5 million additional people immigrate permanently to OECD countries each year. The outcomes of this group are often below those of native-born without a migration background. Against this backdrop, the issue of how to integrate immigrants and their children in the labour market, the education system, and the society at large is of key importance for the future of many OECD countries. It also raises the broader question of how societies cope with diversity. What are the key challenges in integrating immigrants and their children and how can they be overcome? What are promising policy initiatives in different countries to get the most out of diverse societies? How is public opinion reacting?</p> <p>The OECD's international migration division is looking into the issues related to integration and diversity through a number. The intern's contribution would include an overview of recent developments and policy initiatives in the field, collection of information from OECD countries and data analysis as well as drafting parts of a report on these issues and possibly contributing to the organisation of a conference on this topic.</p> <p>In addition, the intern will provide support to the general work of the division regarding the monitoring and analysis of international migration flows and migration policies; and key issues in the labour market and social integration of immigrants and their children.</p>
Training components and learning elements	<p>The intern will enhance his/her knowledge of migration and integration issues and in a small team that is on the forefront of analysis and policy advice on these issues in the international scene. He/she will also learn to draft policy-oriented documents and to undertake data-driven analysis with large international datasets, as well as dealing with authorities of different OECD countries. The intern will experience the process of the elaboration and review of a policy document by the OECD. In addition, he/she will gain general insight into the operations of the organisation and experience working in an international team.</p> <p>The intern will also participate in the annual meeting of the OECD network of migration experts that will take place in late October 2017 and in other conferences organised by the division.</p>
Participation in missions or training courses	Participation in official OECD meetings during the internship. Possible participation in missions and training.

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 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
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Reference No.: OECD1, Paris - International Migration Division

Additional comments	The division consists of a relatively small but highly productive team working on many different issues in the domain of international migration and the integration of immigrants and their children. This requires some flexibility but also ensures that the intern will be fully integrated into the division as a member of the team that has longstanding knowledge on one of the key issues for the future of society.
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Required Qualifications

Academic qualification (student, B.A., M.A.)	Minimum B.A. or equivalent.
Subjects	Preferably economics or statistics; political science, sociology and other subjects will also be considered if the candidate has at least some basic prior experience with data analysis.
Language Skills	Good drafting competences in English. Some basic knowledge of French (spoken) is an advantage, but not required.
Computer literacy	Solid ability to use statistical software (SPSS or SAS or STATA) for descriptive analyses, etc. and some basic knowledge of empirical techniques, ideally proven by some initial experience in applied data analysis and work with large datasets, gives a strong advantage.
Internship-related experiences	Some experience/knowledge related to international migration and/or labour economics or governance issues is an advantage, but not required. More important is the demonstrated ability in drafting policy-oriented documents in English and, if possible, the capacity to work with large datasets and to do applied empirical analyses.
Additional skills/requirements	

CARLO SCHMID PROGRAMME
FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
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Reference No.: OECD2, Paris - Policy Coherence for Development

Name of host organisation	OECD – Organisation for Economic Co-operation and Development; Policy Coherence for Development Unit (SGE/PCD)
Internship Coordinator	Ebba DOHLMAN, Head of Unit.
Address	2, rue André Pascal 75775 Paris CEDEX 16 France
Homepage	www.oecd.org/pcd

Placement Offer

Dates/duration	01.09.2017 – 28.02.2018, 6 months
Supervisor	Ebba DOHLMAN, Senior Advisor on Policy Coherence for Development
Detailed description of the internship project(s); tasks assigned	<p>The OECD's Unit on Policy Coherence for Development (PCD Unit) is located in the General Secretariat to support the Deputy Secretary-General in charge of development to foster a whole-of-OECD effort on policy coherence in the context of the Sustainable Development Goals. The Unit develops analytical tools for policy coherence and works to strengthen the capacity of governments to design, implement and monitor co-ordinated and integrated policies for sustainable development. This entails fostering synergies across economic, social and environmental policy areas; identifying trade-offs and reconciling domestic and international objectives; and addressing the spill-overs of domestic policies on other countries and on future generations. Working with an Informal Network of PCD Focal Points, the Unit:</p> <ul style="list-style-type: none"> • Facilitates cross-sectoral work and leverages OECD analysis on key global challenges such as food security, illicit financial flows and green growth. The findings are presented in the annual report "Better Policies for Sustainable Development" together with new research on policy coherence for sustainable development (PCSD), in particular as it relates to the Sustainable Development Goals (SDGs) and annual reporting to the UN HLPF; • Produces short policy briefs (Coherence for Development reports) together with Directorates on different thematic issues, e.g. water-energy-food nexus, labour migration, responsible business conduct; • Hosts a Multi-Stakeholder Partnership for PCSD on the United Nations Partnerships for SDGs online platform. The Partnership aims to provide a forum for exchange of knowledge and expertise on PCSD among governments; international organisations, civil society, think-tanks, the private sector, and other stakeholders from both developing and developed countries. In particular, it will support national efforts for reporting progress on SDG Target 17.14 to "enhance policy coherence for sustainable development"; • Organises at least two Focal Points meetings per year to share good practices in national experiences, challenges and opportunities in promoting PCSD. <p>The task of the Carlo Schmid intern would include supporting the Head of Unit inter alia to:</p> <ul style="list-style-type: none"> • Carry out research and draft policy briefs/think pieces on the role of public policy for enhancing policy coherence for sustainable development, as called for by SDG target 17.14; • Contribute to the PCSD Multi-stakeholder Partnership including through web-based research, support for the online dialogues, and communications efforts; • Support the work related to monitoring progress in target 17.14 (e.g. research and identification of indicators, analysis of trends) as input to the Unit's annual

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Reference No.: OECD2, Paris - Policy Coherence for Development

	<p>Flagship Report on Better Policies for Sustainable Development and in response to specific requests from Members;</p> <ul style="list-style-type: none"> • Support preparations for meetings, workshops and missions including with the PCD Focal Points, development of training materials, drafting of concept notes and summary records.
Training components and learning elements	<p>Through the above tasks, the Carlo Schmid intern will gain:</p> <ul style="list-style-type: none"> • An overview of the OECD's work on the Sustainable Development Goals and impacts; • Research skills related to the policy work of the organisation; • Exposure to the working methods of the OECD, particularly with regard to horizontal work; • Insight into the wide array of OECD indicators, statistical tools and databases. • Experience from participating in various OECD meetings (conferences, committee meetings, workshops); • Practical and theoretical training through OECD-offered courses.
Participation in missions or training courses	<p>The intern is encouraged to attend meetings in Paris and to take training courses as needed. He or she may have an opportunity to go on short missions, depending on budget flexibility.</p>
Additional comments	

Required Qualifications

Academic qualification (student, B.A., M.A.)	Postgraduate degree preferred but not required. Strong quantitative skills would be an asset.
Subjects	A university degree in economics, development, or international relations would be desirable. A degree in Statistics or Demographics would also be useful.
Language Skills	English (mainly) and French (an advantage)
Computer literacy	Basic web research skills desirable. Statistical skills and knowledge of the use of statistical tools would be an advantage. Use of WORD, Powerpoint, Excell
Internship-related experiences	(Internship) experience in a Ministry of another policy-making institution would be an advantage.
Additional skills/requirements	<ul style="list-style-type: none"> • Knowledge of global trends and international economic policy challenges; • Knowledge in M&E tools and statistical analysis; • Solid drafting skills and analytical capabilities; • Ability to formulate and advance initiatives with energy and commitment; • Excellent team player with the ability to perform different functions in a multi-disciplinary team, in a fast-paced environment.

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Reference No.: OECD3, Paris - Public Governance and Territorial Development Directorate

Name of host organisation	OECD – Organisation for Economic Co-operation and Development
Internship Coordinator	Dr Christiane Arndt Head of Programme Measuring Regulatory Performance Regulatory Policy Division Public Governance and Territorial Development Directorate
Address	2, rue André Pascal 75775 Paris Cédex 16, France
Homepage	http://www.oecd.org/gov/regulatory-policy/measuring-regulatory-performance.htm

Placement Offer

Dates/duration	01.09.2017 – 28.02.2018, 6 months
Supervisor	Nick Malyshev Head of Division, Regulatory Policy Division Public Governance and Territorial Development Directorate
Detailed description of the internship project(s); tasks assigned	<p>What do we do? Regulations are one of the key levers by which governments act to promote economic prosperity, enhance welfare and pursue the public interest. Regulatory policy is the set of rules, procedures and institutions introduced by governments for the purpose of developing, administering and reviewing regulations. Regulatory policy, which can be considered as the ultimate horizontal policy, cuts across various policy areas such as protecting the environment, reforming the financial system, ensuring competition in markets and stimulating entrepreneurship.</p> <p>The OECD's <u>Regulatory Policy Division</u> helps governments to improve regulatory quality on the basis of the principles advocated in the <u>2012 Recommendation on Regulatory Policy and Governance</u>. The <u>2015 Regulatory Policy Outlook</u> is the first evidence-based analysis of the progress made by countries to improve the way they regulate. Based on the results of the <u>2015 Indicators of Regulatory Policy and Governance</u>, the Outlook assesses progress in establishing the conditions for good regulation.</p> <p>How do we work? We work closely with high-level staff in national administrations and internationally renowned regulatory reform experts, as well as different directorates in the OECD. At the core of the work are country reviews that provide recommendations to governments to improve their system based on in-depth analysis (e.g. our Secretary General Angel Gurría met with Angela Merkel to brief her on the <u>German country review</u>, and Minister of State Helge Braun <u>launched the Regulatory Policy Outlook</u> at a press conference in Berlin in November 2015 together with OECD Director of Public Governance, Rolf Alter).</p> <p>The division also works on thematic topics such as reducing bureaucracy, risk management and regulatory impact analysis. We regularly organise conferences, trainings and workshops on particular topics (see for example our <u>annual expert workshop series</u>).</p> <p>What would you do? The Carlo Schmid fellow will be part of the team working on Measuring Regulatory Performance (MRP) (for an overview, see <u>here</u>), which cuts across all the work of the division. Key elements of the MRP programme are the regular publication of indicators covering all OECD countries. The Carlo Schmid fellow will participate in the data collection process for an update of the OECD Indicators of Regulatory Policy and Governance and contribute to the 2018 edition of the Regulatory Policy Outlook.</p>

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Reference No.: OECD3, Paris - Public Governance and Territorial Development Directorate

	<p>The programme also co-ordinates the OECD-internal Horizontal Network on Measuring Regulatory Performance, which brings together colleagues from different directorates within the OECD who work on measuring regulatory performance, and provides a platform for exchanging ideas, knowledge and current research and data.</p> <p>The Carlo Schmid fellow will, under the guidance of experienced policy analysts,</p> <ul style="list-style-type: none"> • manage and analyse quantitative and qualitative data obtained through surveys, • undertake research on communicating and measuring regulatory performance, • participate in the drafting of briefings and OECD publications on regulatory policy, • contribute to maintaining and developing the OECD internal Horizontal Network on Measuring Regulatory Performance and liaise with experts from other OECD directorates, and • participate in international meetings on regulatory policy.
Training components and learning elements	<ul style="list-style-type: none"> • expertise in the analysis of qualitative and quantitative data • insights into the latest developments in the area of regulatory policy and into specific country practices in regulatory policy • experience in working with and knowledge of other directorates across the organisation
Participation in missions or training courses	<p>The internship may include participation in international meetings taking place at the OECD headquarters and in OECD member and enhanced engagement countries. The Carlo Schmid fellow will have the opportunity to participate in training courses such as writing and presentation skills and computer literacy. During regular lunches at the German Permanent Delegation, the intern will be able to meet staff from other directorates of the OECD.</p>
Additional comments	<p>To the extent current workload allows so, the Carlo Schmid fellow is encouraged to attend conferences, seminars, and other meetings taking place at the organisation throughout the internship.</p>

Required Qualifications

Academic qualification (student, B.A., M.A.)	The applicant should be enrolled in or have graduated with a Master's degree at the start of the traineeship.
Subjects	We welcome applications from any discipline. Please highlight in your application how your academic qualification will contribute to the work of the division.
Language Skills	An excellent oral and written command of English and a good command of another foreign language.
Computer literacy	Excellent working knowledge of Microsoft Word, Excel, Power Point and internet research. Additional knowledge of statistical software, such as SPSS or Stata, is an asset, but not a necessary requirement for a successful application.
Internship-related experiences	
Additional skills/requirements	<ul style="list-style-type: none"> • high motivation; • excellent communication and interpersonal skills, • ability to work to deadlines, • openness and capacity to develop new areas of expertise, • ability to write clear and concise texts in English.

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Reference No.: OECD4, Paris - Council and Executive Committee Secretariat

Name of host organisation	Organisation for Economic Co-operation and Development
Internship Coordinator	Mr. Patrick van Haute Director, Council and Executive Committee Secretariat
Address	2, rue André Pascal 75775 Paris Cedex 16 France
Homepage	www.oecd.org

Placement Offer

Dates/duration	01.09.2017 – 28.02.2018, 6 months
Supervisor	Sarah Finke, Administrator, Council and Executive Committee Secretariat
Detailed description of the internship project(s); tasks assigned	<p>The OECD is a unique forum where the governments of 34 market democracies work together to address the economic, social and governance challenges of the globalising world economy, as well as to exploit its opportunities.</p> <p>Decision-making power is vested in the OECD Council, which is the highest body of the Organisation. It consists of one representative per Member country, and meets regularly at the level of permanent representatives to the OECD. The Council also meets at ministerial level once a year to discuss key issues and set priorities for OECD work.</p> <p>The Council and Executive Committee Secretariat supports the Secretary-General in maintaining strong relations with Member countries and their delegations in Council, ensuring the implementation of mandates related to the Organisation's work and advancing its strategic objectives. It contributes to effective governance by providing key operational support to the Council and its Executive Committee and advice and assistance on institutional, policy and procedural issues to Delegations and the Secretariat.</p> <p><u>Main tasks of the intern:</u></p> <p><u>Participate in the preparation, holding and follow-up of sessions of the Council, including the 2017 Ministerial Council Meeting, and of the Executive Committee preparing decisions of the Council, in particular:</u></p> <ul style="list-style-type: none"> - contributing to programming of items for review by Council and bodies directly subsidiary to it; - participating in the reviewing of documents for transmission to these bodies; - contributing to the preparation of briefs and annotations to the agendas, of speaking points, and reports on meetings and summary records; - maintaining contacts with Member countries Delegations and Secretariat colleagues throughout the Organisation; - drafting other notes and proposals on issues of interest to the Council and subsidiary bodies, as required; - attending meetings of the governing and substantive bodies of the Organisation and draft summaries of the discussion; - carrying out other tasks as required, including help with the preparation and running of meetings.
Training components and learning elements	Intercultural competence and skills, insight into the decision-making and governance of an international organisation, experience in working in an international team
Participation in missions or training courses	n.a.
Additional comments	<u>Benefits of the internship:</u> This internship provides an <u>insight into the governance structures, management and overall functioning of an international organisation, as</u>

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Reference No.: OECD4, Paris - Council and Executive Committee Secretariat

	<p>well as into the cooperation with Member States. It also offers a very good overview and general understanding of the substantive work of the Organisation which covers an extensive range of governmental activities. In addition, the internship in the Council Secretariat also provides access to essential tools and key publications, through close co-operation with the Directorates carrying out substantive work and participation in the day-to-day work of a secretariat of a governing body.</p> <p>The Council Secretariat is also instrumental in the organisation of the <u>annual Council meeting at Ministerial level</u> which, as part of the OECD Week, is one of the most mediated and visible events of the OECD.</p>
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Required Qualifications

Academic qualification (student, B.A., M.A.)	B.A. in law, political science, economics, international relations or other relevant discipline
Subjects	Good general knowledge of economic and social questions and their international dimension, proven interest in international cooperation and relations
Language Skills	Excellent knowledge of one of the two official languages of the Organisation (English and French), and a good knowledge of the other language.
Computer literacy	General computer literacy required
Internship-related experiences	Previous experience with a national administration or international organisation would be an asset
Additional skills/requirements	Ability to work efficiently in a multicultural team, strong organisational skills, flexibility, political sense, discretion, diplomacy and result-oriented approach.

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Reference No.: OECD5, Paris - Public Governance and Territorial Development Directorate

Name of host organisation	OECD
Internship Coordinator	Janos Bertok, Head, Public Sector Integrity Division, Public Governance and Territorial Development Directorate, OECD
Address	OECD – Organisation for Economic Co-operation and Development Directorate for Education 2, rue André-Pascal, 75775 Paris, Cedex 16 France
Homepage	www.oecd.org/corruption/ethics

Placement Offer

Dates/duration	01.09.2017 – 28.02.2018, 6 months
Supervisor	Janos Bertok, Head, Public Sector Integrity Division, Public Governance and Territorial Development Directorate, OECD
Detailed description of the internship project(s); tasks assigned	<p>Corruption in the public sector hampers the efficiency of public services, undermines confidence in public institutions and increases the cost of public transactions. Integrity is essential for regaining trust and building strong institutions resistant to corruption. Policies addressing both the public service and the intersection between public and private sectors can limit undue influence and build safeguards to protect the public interest.</p> <p>The OECD's Public Sector Integrity Division (PSI) supports governments in improving their integrity system through the <u>OECD Recommendation on Public Integrity</u>. The division helps governments design and implement comprehensive integrity policies to build trust at the national, sub-national and sector levels. PSI also facilitates policy dialogue and generates comparative country data. In this context, the division helps policy makers adopt good practices and implement established principles and standards on integrity and anti-corruption in areas ranging from building a culture of integrity, the protection of <u>whistle-blowers</u>, effective management of <u>conflict of interests</u>, adequate <u>lobbying</u> as well as <u>political finance</u> regulation. Furthermore, to reduce corruption as well as waste of public money and fraud, the division also undertakes extensive work on <u>public procurement</u>, and <u>control and audit</u>, both internal and external (e.g. <u>Supreme Audit Institutions and Good Governance</u>). To do so, the division works together with high-level staff in national governments and other international organisations. PSI conducts country reviews in order to provide strategic proposals for governments to enhance their integrity framework (e.g. <u>OECD Integrity Review of Italy</u>). Moreover, PSI coordinates the different workstreams on anti-corruption and integrity across the OECD and supports countries with a coherent approach and strategy on anti-corruption and integrity.</p> <p>The Carlo Schmid fellow will, under the guidance of experienced policy analysts, support task related to the implementation of the Unit's work programme:</p> <ul style="list-style-type: none"> • Undertake research on integrity and anti-corruption; • Manage and analyse quantitative and qualitative data obtained through surveys; • Draft and edit policy documents; • Liaise with external partners and internally across the OECD; • Assist with the preparation and follow-up of workshops; • Contribute to developing best practice standards and to giving recommendations to member countries on public sector integrity; • Facilitate the organisation of events, such as the <u>Integrity Week 2018</u>.

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Reference No.: OECD5, Paris - Public Governance and Territorial Development Directorate

Training components and learning elements	The internship is designed to encourage professional development and provide the fellow with opportunities to enhance his or her qualifications for a professional career in an international organization. This includes: <ul style="list-style-type: none"> • Refining professional research and drafting skills • Developing competencies to synthesise messages so that they are relevant for policy makers • Effectively disseminating results to multiple international networks • Gaining a deep understanding of the functioning of the OECD • Developing insights into the governance challenges of OECD member and non-member countries • Acquiring experience in policy analysis, with a specific focus on public sector integrity policies and reforms • Learning about the different steps involved in conducting country reviews
Participation in missions or training courses	The internship may include participation in international meetings taking place at the OECD headquarters and in OECD member countries. The Carlo Schmid fellow will have the opportunity to participate in professional training courses to further strengthen their skillset.
Additional comments	The intern will be a full member of a very dedicated professional team, and as such will be encouraged to contribute directly to the delivery of the team's key outputs.

Required Qualifications

Academic qualification (student, B.A., M.A.)	M.A.
Subjects	A postgraduate university degree in development studies, economics, law, political science or another relevant area. Please highlight in your application how your academic qualification would contribute to the division's anti-corruption and integrity work.
Language Skills	An excellent oral and written command of English. Working knowledge of other languages would be an advantage.
Computer literacy	Proficiency with Microsoft Office. Experience with SharePoint or similar content management software would be an advantage. Skills and experience in the handling of social media / Web 2.0 tools would be an asset.
Internship-related experiences	Studies, internships and/or work experience abroad would be very valuable.
Additional skills/requirements	<ul style="list-style-type: none"> • Strong quantitative and qualitative analytical skills with the ability to produce pertinent analysis of policies and practices • Ability to organise and synthesise complex material clearly for both specialised and non-specialised audiences • Capacity for self-motivation • Excellent communication and interpersonal skills • Ability to meet tight deadlines • Knowledge in the area of public sector integrity and anti-corruption is an advantage

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Reference No.: OECD6, Paris - Centre for Tax Policy and Administration

Name of host organisation	OECD Centre for Tax Policy and Administration
Internship Coordinator	Michèle Franceschetti
Address	OECD, 2 rue André-Pascal, 75116, Paris
Homepage	www.oecd.org

Placement Offer

Dates/duration	01.09.2017 – 28.02.2018, 6 months
Supervisor	Michelle Harding, Head of Tax Data and Statistical Analysis Unit, Centre for Tax Policy & Administration
Detailed description of the internship project(s); tasks assigned	<p>The OECD's Revenue Statistics Database provides highly-detailed and comparable data on the revenues of over 65 countries in Africa, Asia, Latin America, and the OECD. For each country, it also calculates three main indicators: tax revenues expressed as a percentage of GDP; tax revenues by category as a percentage of total taxes; and tax revenues by local government as a share of the total government tax revenues.</p> <p>The project would seek to examine the link between tax revenues, income inequality and economic growth with the aim of developing new indicators that can be used in policy analysis. This would involve:</p> <ul style="list-style-type: none"> • Analysing the relationship of tax levels to GDP at different stages of development; • Broadening the basis of comparison of tax revenues from GDP to other indicators (including both other macroeconomic indicators and also measures of social well-being, e.g. inequality); and • Examining the relationship of different elements of the tax system with these measures (e.g. one starting point could be to draw on measures of income tax progressivity based on Taxing Wages). <p>Analysis would be undertaken for trends over time in both OECD and non-OECD countries included in the OECD's Revenue Statistics database.</p> <p>The focus of the project would be to enrich the OECD's Revenue Statistics database and indicators in the future; to develop new indicators which are relevant for policy analysis both within the OECD and across participating countries; and to develop the quality of data and analysis of the OECD's Revenue Statistics to support the OECD's work on tax and inclusive growth.</p>
Training components and learning elements	<ul style="list-style-type: none"> • Work with experienced analysts and senior economists to develop new indicators for publication by the OECD • Development of policy-relevant concepts and expertise in a global context • Opportunity to develop analytical and strategic skills • First-hand understanding of the role of international organisations in policy making
Participation in missions or training courses	<ul style="list-style-type: none"> • Attendance at one (possibly two) meetings of Working Party No. 2 of the Committee on Fiscal Affairs, attended by more than 40 countries; • Presentation of work at a Brown Bag Lunch to Division staff;

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Additional comments	<ul style="list-style-type: none"> • Possibility of attending internal OECD training and seminars according to interest, availability and work demands.
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Required Qualifications

Academic qualification (student, B.A., M.A.)	BA, but MA preferred.
Subjects	Economics, Statistics, Tax, Public Policy, International Organisations
Language Skills	Excellent English is required; knowledge of French, Spanish, Arabic or Chinese would be an asset, but candidates with knowledge of other languages are also welcome to apply.
Computer literacy	Proficiency in Excel, Word and PowerPoint required; proficiency in Stata would be an asset.
Internship-related experiences	An internship in other international organisations or in national governments would be an asset, but is not required.
Additional skills/requirements	

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Reference No.: OECD7, Paris - Environment Directorate

Name of host organisation	OECD Environment Directorate
Internship Coordinator	Peter Börkey and Rob Dellink
Address	2 rue Andre Pascal, 75775 Paris, France
Homepage	www.oecd.org/environment/modelling

Placement Offer

Dates/duration	01.10.2017 – 31.03.2018, 6 months
Supervisor	Peter Börkey and Rob Dellink
Detailed description of the internship project(s); tasks assigned	<p>The circular economy is an important element of green growth, and it is increasingly recognised as a key element of environment, but also economic policy. The OECD has been working on subjects that are closely related to the circular economy for many years, including work relating to a Council Recommendation on Resource Productivity and to the G7 Resource Efficiency Alliance, launched in Schloss Elmau in 2015. The OECD will be developing new analytical work in this area in 2017-18 focusing on three topics: (i) the macro-economic effects of the circular economy, (ii) new business models for the circular economy and (iii) improving the circularity of plastics.</p> <p>The candidate will be part of team and work on two major activities:</p> <p>First, assist in the preparation of a technical workshop on the transition to a circular economy. This involves inter alia contributing to the preparatory materials for the workshop (agenda, issues paper, etc.), direct interactions with potential speakers and participants, contributing to the practical organisation of the workshop.</p> <p>Secondly, contribute to an analytical report on the transition towards a circular economy. More specifically, the candidate may work on any number of the following possible activities:</p> <ul style="list-style-type: none"> • carry out background research on the economic analysis of the circular economy, with a particular focus on new business models and the macroeconomic consequences of specific policies that support resource efficiency and the transition to a circular economy; • gather relevant data on the use of materials of different economic sectors for OECD countries, emerging economies and developing countries; • gather information on projected future technological developments in materials use; • contribute to the drafting of an analytical report on specific aspects of the circular economy, by contributing one or several chapters; • present findings in internal meetings and seminars;
Training components and learning elements	The candidate will be exposed to the OECD process of developing and agreeing policy recommendations among its 35 member countries. He/she will have ample opportunities to interact with policy makers, organise policy workshops and learn how to draft analytical reports that are relevant to policy makers
Participation in missions or training courses	The candidate will be offered a GAMS training to improve their modelling skills if this matches their expertise and interests
Additional comments	

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Reference No.: OECD7, Paris - Environment Directorate

Required Qualifications

Academic qualification (student, B.A., M.A.)	The minimum academic requirement is a BA/BSc. M.A or MSc preferred.
Subjects	Environmental economics
Language Skills	English suffices
Computer literacy	Should be skilled in Microsoft Office products, especially Word, Excel and Powerpoint. Experience with advanced modelling tools, such as GAMS, is an asset.
Internship-related experiences	The candidate should have good interpersonal skills, excellent analytical skills and be able to draft clearly. Experience with computer modelling is an asset.
Additional skills/requirements	The candidate needs to have excellent writing skills, clear analytical thinking, and very good interpersonal communication. Experience with advanced modelling tools, such as GAMS, and econometric skills would be an asset.

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Reference No.: OECD8, Paris - Directorate for Science, Technology & Innovation

Name of host organisation	OECD
Internship Coordinator	Michelle Ewart
Address	Directorate for Science, Technology and Innovation (STI) 2 rue André Pascal 75016 Paris FRANCE
Homepage	www.oecd.org/sti

Placement Offer

Dates/duration	01.09.2017 – 28.02.2018, 6 months
Supervisor	Laurent Daniel (Head of Shipbuilding Unit, Structural Policy Division) and Anthony De Carvalho (Head of Steel Unit, Structural Policy Division)
Detailed description of the internship project(s); tasks assigned	<p>Title: Efficiently managing industrial restructuring and excess capacity</p> <p>Project background: Many heavy industry sectors are currently facing considerable challenges associated with the prevalence of excess production capacity and oversupply. The growing magnitude of excess capacity in some sectors is having an important impact on the economic viability of the affected industries and implies a significant misallocation of productive resources in the broader economy.</p> <p>Governments are interested in learning the causes of excess capacity, particularly the role of government interventions in creating or sustaining excess capacity, as well as policies to ease the situation while allowing for the exit of inefficient firms from these sectors.</p> <p>Closures and restructuring appear to be more difficult in certain manufacturing industries such as steel and shipbuilding. Potential reasons for such difficulties include high exit barriers for firms as well as political economy factors. The project aims to provide insights for decision makers to take adequate steps to efficiently manage industrial restructuring and address the excess capacity challenge.</p> <p>Description of the sectors: The shipbuilding and steel industries are important areas of research given their high relevance for economic growth and development, the extent of their excess capacity, and because they are subject to market-distorting policies by governments. With regards to the shipbuilding sector, the International Chamber of Shipping (ICS)¹ estimates that international seaborne trade accounts for around 90% of world trade by volume. With an increasingly globalized world, international trade and seaborne trade will gain further relevance. The same importance is granted to the steel industry. Steel is a key intermediate input used in the production of most manufactured goods and for building the infrastructure and housing needed by society. Other characteristics of the industry include a relatively carbon-intensive production process, high trade volumes, a high degree of cyclicity and a tendency for protectionist measures.</p> <p>Tasks assigned: The Carlo-Schmid Trainee will be contributing to research on the restructuring of industries, with a focus on excess capacity and firm exit in the shipbuilding and steel sectors. The research will take a global perspective, covering OECD countries but also emerging economies, such as China.</p>

¹ <http://www.ics-shipping.org/shipping-facts/shipping-and-world-trade>

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	<p>In more detail, the Carlo-Schmid Trainee will assist in:</p> <ul style="list-style-type: none"> • Analysing the literature on excess capacity and firm exit; • Studying the characteristics of firms at different stages of the industry lifecycle — e.g., the age structure, capacity, technology, productivity and financial performance of firms; • Empirically exploring whether the presence of inefficient operations over long periods of time is indicative of government interventions that maintain inefficient capacity and inhibit structural adjustment; and • Drafting research reports, policy briefs and other relevant outputs.
Training components and learning elements	<ul style="list-style-type: none"> • The Trainee will not only enhance his/her knowledge of industrial analysis/microeconomics but will also contribute to important research topics that are at the forefront of international discussions; • He/she will learn how to draft analytical papers for specialised audiences including policy makers, leading academics and industry experts. This will provide opportunities to be involved in and contribute to the policy agenda. • The Trainee will also participate in meetings of the OECD Council Working Party on Shipbuilding and Steel Committee, which bring together government representatives and industry experts from around the world; • The successful candidate will be working in a multinational team of economists specialized in industry analysis which will give him/her the opportunity for on-the-job training, as well as to gain experience in working in a multicultural environment; and • Given the international and multidisciplinary nature of the OECD, the Carlo-Schmid Trainee will have various opportunities to interact with experts of various research fields and gain insights into the work of an international organisation.
Participation in missions or training courses	<ul style="list-style-type: none"> • Participation in official Committee meetings during the traineeship; • Undertaking training courses provided by the OECD (i.e. statistical analysis); and • As appropriate, participating in missions and international conferences.
Additional comments	<p>The Shipbuilding and Steel Units consist of two small teams working on different research topics in the area of shipbuilding and steel. This will make it easy to fully integrate the Trainee into the Units' work and as a member of the team.</p>

Required Qualifications

Academic qualification (student, B.A., M.A.)	Minimum requirement: finished Master's degree/close to graduation/equivalent. Ideally the candidate has already some research experience.
Subjects	Micro-economics/industry analysis; Experience with topics of industrial organization; Motivation and interest in policy research.
Language Skills	Good drafting competences in English.
Computer literacy	Proficiency with Microsoft Office. Experience in programming with STATA or related statistical tools would be an advantage; Knowledge of empirical techniques and applied data analysis.
Internship-related experiences	Experience/knowledge of micro-economics/industry analysis and topics of industrial organization. Demonstrated ability to draft analytical and policy documents in a clear and concise way in English. Experience in working with panel datasets.
Additional skills/requirements	High motivation and enthusiasm to learn; excellent communication and interpersonal skills.

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Reference No.: OECD9, Paris - Structural Policy Division

Name of host organisation	Organisation for Economic Co-operation and Development (OECD)
Internship Coordinator	Michelle Ewart
Address	Directorate for Science, Technology and Innovation (STI) 2 rue André Pascal 75016 Paris FRANCE
Homepage	www.oecd.org/sti

Placement Offer

Dates/duration	01.09.2017 – 28.02.2018, 6 months
Supervisor	Chiara Criscuolo, Senior Economist, Structural Policy Division (SPD)
Detailed description of the internship project(s); tasks assigned	<p>The intern will be contributing to two high-profile OECD projects with the aim of contributing to the horizontal project led by the STI on the digital economy:</p> <ul style="list-style-type: none"> • Dynemp - evidence on the relationship between policy and market conditions on the process of creative destruction, with particular emphasis on start-ups, post-entry growth and survival/exit in increasingly digitalised economies. (http://www.oecd.org/sti/dynemp.htm) • Multiprod - evidence on the relationship between policy and market conditions on productivity distributions, and the relationship with other important economic variables (i.e. wage inequality). Evidence on the impact of structural changes such as digitalisation and globalisation on productivity and wage distributions. (http://www.oecd.org/sti/Flyer_Multiprod.pdf) <p>Both projects are being implemented using a novel approach - whereby a software programme is developed by the Secretariat and sent to affiliated researchers in different countries, who then run the code on their confidential microdata ensuring that the aggregated output will respect confidentiality rules. The micro-aggregated results will then be analysed by the OECD in collaboration with the research network. Thus far, over 20 countries have been involved in the project.</p> <p>The intern's primary task will be to facilitate the active participation of countries in the project (including Germany) in the project. The intern will also be involved in one or more of the analytical outputs from the projects, working in close collaboration with the Senior Economist and colleagues.</p> <p>The intern will be expected to assist in the empirical analysis and in drafting relevant documents. He/She will help in the preparation of ancillary outputs such as policy briefs (including in German) also for the G20 under the presidency of Germany.</p>
Training components and learning elements	<ul style="list-style-type: none"> - Access to unique and innovative databases, developed over the course of a number of years. - Opportunity to interact with a team of leading economists in the field. - Opportunity to build relations with experts from OECD member countries. - Opportunity to work in an international organisation and contribute to the policy agenda. - Opportunities for on-the-job training. - Opportunity to contribute to the G20 output.
Participation in missions or training courses	Ability to undertake training courses provided within OECD, and as appropriate, join in missions abroad and participate in international conferences.
Additional comments	

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Reference No.: OECD9, Paris - Structural Policy Division

Required Qualifications

Academic qualification (student, B.A., M.A.)	Minimum requirement: finished Master's degree/close to doctorate graduation/equivalent. Ideally the candidate has already some research experience.
Subjects	<ul style="list-style-type: none"> - Micro-econometrics; - Structural, microeconomic policy issues, notably related to productivity and/or firm dynamics; - Policy research analysis.
Language Skills	Very good knowledge of English, written and oral.
Computer literacy	<ul style="list-style-type: none"> - Programming in STATA, R or related analytical tools. SAS would be an asset. - Programming and database management tools - i.e. SQL
Internship-related experiences	<ul style="list-style-type: none"> - Experience with micro-econometrics; - Some experience with structural, microeconomic policy issues, notably related to productivity and/or firm dynamics; - Experience/demonstrable interest in policy research analysis - Demonstrated ability to draft analytical and policy documents in a clear and concise way in English. Experience in working with panel datasets.
Additional skills/requirements	Demonstrated ability to operate in multicultural environments.

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Reference No.: OECD10, Paris - Middle East and Africa Division

Name of host organisation	OECD – Organisation for Economic Co-operation and Development, Paris
Internship Coordinator	Mr. Rolf Schwarz, Senior Counsellor, Middle East and Africa Division, Global Relations Secretariat, OECD
Address	2, rue André Pascal 75775 Paris Cedex 16 France
Homepage	www.oecd.org

Placement Offer

Dates/duration	01.09.2017 – 28.02.2018, 6 months
Supervisor	Mr. Rolf Schwarz, Senior Counsellor, Middle East and Africa Division, Global Relations Secretariat, OECD
Detailed description of the internship project(s); tasks assigned	<p>The Carlo Schmid intern will be placed in the Middle East and Africa Division of the OECD's Global Relations Secretariat. The MEA Division coordinates OECD activities and relations to non-OECD member countries and the intern would support the Division promoting OECD work in the Middle East and North Africa (MENA) region increasing its impact and relevance. This would include:</p> <ul style="list-style-type: none"> • Support to the Divisions work in support of the Office of the Secretary General and the Director of the Global Relations Secretariat through analysis of economic, social and political trends in the MENA Region, and contribution to policy papers and notes. • Support to the Tunisian Presidency of the MENA-OECD Initiative on Governance and Competitiveness, and the working groups of the MENA-OECD Competitiveness Programme. • Develop the OECD's expertise to deal with situations of fragility and conflict in the MENA region, and support the newly created Task Force on Economic Resilience. • Support coordination with other OECD Directorates, and developing MENA country fiches highlighting the whole of OECD's work and economic trends and analysis, and promote the integration of MENA countries into OECD's statistical tools. • Develop new partnerships with regional organizations and international financial organisation, including with the Gulf Cooperation Council, the League of Arab States, the Union for the Mediterranean, the Arab Maghreb Union, the Islamic Development Bank, the African Development Bank, the Arab Monetary Fund, the IMF-Middle East Centre for Economics and Finance, the World Bank, the United Nations, and Arab Funds. • Develop an understanding of the full range of OECD's activities with non-Member countries, including G20 initiatives and their relevance to OECD MENA activities.
Training components and learning elements	The intern will develop a training plan with the supervisor, based on the individual needs and demand, which could include training in social, writing and negotiation skills as well as language training.
Participation in missions or training courses	The intern will be encouraged to attend sessions of working groups and workshops which constitute part of the regular work of the OECD and which cover a broad range of economic and public policy issues. He will also have the opportunity to participate in events organised by the MEA Division in coordination with other OECD Directorates.
Additional comments	-

CARLO SCHMID PROGRAMME
FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
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Reference No.: OECD10, Paris - Middle East and Africa Division

Required Qualifications

Academic qualification (student, B.A., M.A.)	
Subjects	degree in economics, economic development, public policy or international relations
Language Skills	Fluency in one of the two OECD official languages (English and French) and knowledge of the other, with a commitment to reach a good working level. Knowledge of Arabic would be an advantage.
Computer literacy	
Internship-related experiences	The MEA Division is seeking an intern with an academic degree in economics, economic development, public policy or international relations and with knowledge and experience in the Middle East and North Africa.
Additional skills/requirements	

CARLO SCHMID PROGRAMME
 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
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Reference No.: OECD11, Paris - Public Governance and Territorial Development

Name of host organisation	OECD – Organisation for Economic Co-operation and Development
Internship Coordinator	Dr. Martin Forst Head Governance Reviews and Partnerships Division
Address	2, rue André-Pascal 75775 Paris Cedex 16 France
Homepage	www.oecd.org/governance

Placement Offer

Dates/duration	01.09.2017 – 28.02.2018, 6 months
Supervisor	Martin Forst
Detailed description of the internship project(s); tasks assigned	<p>The Carlo Schmid will take an active part in the work of the OECD's Directorate for Public Governance and Territorial Development (GOV). Improving public governance is recognized as a precondition to social and economic development. The directorate seeks to support countries in adapting public policies, institutions and services to the changing needs of societies in a globalised world.</p> <p>We are looking for a dynamic Master student to assist in the Organization's work on public governance questions in Latin America and the Caribbean.</p> <p>1. Data collection and assessment of literature on governance questions in the LAC region</p> <ul style="list-style-type: none"> • Contribute to the collection and compilation of data and other information on public governance questions from within and outside the OECD. • Contribute to the assessment of gaps in data and information availability. <p>2. Policy analysis</p> <ul style="list-style-type: none"> • Contribute to the compilation of policy recommendations to improve public governance in the LAC region and identify gaps. • Contribute to the policy analysis conducted for papers and official OECD publications. <p>3. Drafting, communication and liaison</p> <ul style="list-style-type: none"> • Draft briefs for senior officials related to public governance in the LAC region based on OECD work and recommendations. • Contribute to the drafting of policy papers and official OECD publications. • Contribute to the development of external and internal communications activities. • Contribute to the conceptualization of communication materials for various events. • Participate in the development of the web site. • Liaise and collaborate with other divisions and directorates in the OECD working on the LAC region. • Liaise with international organizations, foundations and academic networks on public governance questions. • Liaise with national government of OECD and LAC countries. • Respond to internal or external requests for information. <p>4. Project Management</p>

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Reference No.: OECD11, Paris - Public Governance and Territorial Development

	<ul style="list-style-type: none"> • Contribute to the organization of international conferences at high political level. • Contribute to fundraising activities
Training components and learning elements	<p>During the job training in our dynamic and international work environment, the Carlo Schmid will gain insight into:</p> <ul style="list-style-type: none"> • The specific challenges that different LAC countries face in the area of public governance and management • The different experiences and approaches of countries to these challenges • The design and dynamics of international policy processes • The working methods and the role of the OECD as an international actor
Participation in missions or training courses	<p>The internship may include the participation in meetings taking place at the OECD headquarters in Paris, in the Latin America and the Caribbean as well as in OECD member countries.</p> <p>The intern will have the opportunity to participate in a variety of language, computer literacy and other career training courses at the OECD headquarters.</p>
Additional comments	

Required Qualifications

Academic qualification (student, B.A., M.A.)	<p>A student holding a Bachelor degree (or equivalent) and currently enrolled or completed a Master's programme in international relations, political science, public management, organizational analysis, institutional economics, or a related subject</p> <p>International experience in analytical activities, through studies and/or internships, would be an advantage.</p>
Subjects	Interest in and knowledge of political, social and economic developments in Latin America and the Caribbean countries
Language Skills	Very good knowledge of English. Very good knowledge of Spanish. Good knowledge of a third language (French or Portuguese) would be an asset.
Computer literacy	Good knowledge of Microsoft Word, Excel, and PowerPoint. Familiarity with Internet research tools.
Internship-related experiences	Studies, internships and/or work experience abroad would be very valuable.
Additional skills/requirements	Team player, strong analytical skills, dynamism, and results-orientation.

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 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
 PLACEMENT OFFER 2017/2018

Reference No.: OECD12, Paris - Education Policy Outlook & Policy Advice and Implementation

Name of host organisation	OECD – Organisation for Economic Co-operation and Development
Internship Coordinator	Manon THIEBAUX
Address	OECD – Organisation for Economic Co-operation and Development Directorate for Education 2, rue André-Pascal, 75775 Paris, Cedex 16 France
Homepage	http://www.oecd.org/education/policyoutlook.htm

Placement Offer

Dates/duration	01.09.2017 – 28.02.2018, 6 months
Supervisor	Dr. Diana Toledo Figueroa, Project Leader – Education Policy Outlook and Policy Advice and Implementation Division
Detailed description of the internship project(s); tasks assigned	<p>The Education Policy Outlook offers a unique bird's eye view of education policy developments across a range of countries. Through its comparative perspective, this OECD initiative analyses the context, challenges and relevant policies of education systems through six policy levers. It draws extensively on the OECD knowledge base, as well as other sources of national and international knowledge, to examine how countries deliver education opportunities at a student, institution, and system level:</p> <ul style="list-style-type: none"> - Students: How to raise outcomes for all in terms of 1) equity and quality and 2) preparing students for the future - Institutions: How to raise quality through 3) school improvement and 4) evaluation and assessment - System: How the system is organised to improve education policy in terms of 5) governance and 6) funding. <p>We are looking for an intern to join us from autumn 2017 (if possible) for a period of up to six months (exact dates negotiable), to contribute in the preparation of the following outputs:</p> <ul style="list-style-type: none"> - The Education Policy Outlook Reforms Finder (a database of education policies implemented mainly across OECD countries) - The Education Policy Outlook Briefings (comparative analysis of policy reforms focused on students, institutions and systems) - The Education Policy Outlook Country Snapshots (a new output, these are individual information on the context, key challenges and main policies of countries) - The Education Policy Outlook Country Profiles (optional for countries, see website) - The Education Policy Outlook Comparative Report (optional for countries, see website) <p>In the coming biennium (2017-18), we will be focusing mainly on updating our Reforms Finder, analysing countries' responses to our OECD Education Policy Outlook National Survey for Comparative Policy Analysis (update for 2016), drafting policy briefs on how policies evolve across OECD countries, and organising a policy dialogue event to exchange with policy practitioners across OECD countries on how to improve the implementation and evaluation processes of education policies. We will also be preparing country snapshots with individual information on the context, key challenges and main policies of countries. Initial work on Country Profiles (slightly longer documents than the snapshots) and a comparative report may also take place.</p> <p>Examples of tasks you might do:</p> <ul style="list-style-type: none"> - Contribute to the general development of the Education Policy Outlook, including analysis and drafting.

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 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
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Reference No.: OECD12, Paris - Education Policy Outlook & Policy Advice and Implementation

	<ul style="list-style-type: none"> - Prepare for and participate in the policy dialogue event with policy makers and practitioners from OECD and partner countries. - Be part of the project team, by participating in meetings, providing ideas and supporting communication with countries to develop and promote the publication.
Training components and learning elements	<ul style="list-style-type: none"> - The Education Policy Outlook is a transversal publication of the Directorate for Education and Skills, covering topics from Early Childhood Education and Care to Lifelong Learning or Higher Education. It is therefore a unique opportunity to learn about the different policy implications across the education spectrum. - How to increase the impact of education policy reforms is a central question for the Education Policy Outlook. During the coming biennium, the Team will focus on developing knowledge on policy reform analysis (particularly, comparative evidence on the implementation and evaluation of reforms).
Participation in missions or training courses	<ul style="list-style-type: none"> - Internal training or other opportunities for professional learning could be made available to the intern.
Additional comments	N/A

Required Qualifications

Academic qualification (student, B.A., M.A.)	<p>Academic background at graduate level in economics, political science or other social sciences.</p> <p>Well-developed analytical skills, capacity to understand and interpret quantitative analysis.</p>
Subjects	<ul style="list-style-type: none"> - Knowledge on one or more of the topics covered by our analytical framework would be helpful.
Language Skills	<ul style="list-style-type: none"> - Good written and oral command of English, with demonstrated ability to draft in English. - Knowledge of other OECD languages would be an advantage.
Computer literacy	<ul style="list-style-type: none"> - Practical experience in using standard information technology applications, especially Word and Excel. - Knowledge of other technology applications to make quantitative data more accessible to external audiences would be an advantage.
Internship-related experiences	
Additional skills/requirements	<ul style="list-style-type: none"> - Capacity of synthesis combined with attention to detail would certainly be an asset. - Strong communication and interpersonal skills and ability to build relationships with colleagues within and outside the Organisation.

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FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
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Reference No.: OHCHR, Genf - Training, Learning and Staff Development

Name of host organisation	United Nations Office of the High Commissioner for Human Rights (OHCHR) Staff Development Unit (SDU)
Internship Coordinator	Jesús Guerrero Buitrago Head a.i., Staff Development Unit
Address	Palais des Nations 1211 Geneva 10
Homepage	www.ohchr.org

Placement Offer

Dates/duration	01.10.2017 - 31.03.2018, 6 Monate
Supervisor	Ms. Theresia Redigolo Head, Staff Development Unit
Detailed description of the internship project(s); tasks assigned	<p>The Office of the High Commissioner for Human Rights (OHCHR) has an exciting fellowship position in training, learning and staff development to offer. The dynamic and pro-active staff development team is looking for a Carlo Schmid fellow who is energetic, creative, analytical and highly interested in shaping a culture of learning and skills development in the area of human rights education and management training at OHCHR Geneva, New York and in more than 50 field offices.</p> <p>Under the supervision of the Training Officer, the Carlo Schmid fellow will:</p> <ul style="list-style-type: none"> • Help to ensure the effective implementation of management and human rights-related training courses, seminars and workshops • Assist with the facilitation/moderation of workshops, seminars, trainings. • Contribute to the design and delivery of webinars, e-learning programmes and assist in providing blended-learning solutions to Human Rights Officers and programme managers. • Participates in the staff development needs analysis and recommends appropriate training actions to enhance peer-learning and knowledge sharing. • Assists in designing training materials to be used for strategic team building activities. • Keeps up-to-date with recent developments in the area of staff development, through research and contacts with learning experts. • Undertakes specific assignments in support of new or enhanced UN Secretariat Human Resources / Staff Development policies and initiatives and contributes to their successful implementation in OHCHR (e.g. Staff Mobility, enhanced staff performance appraisal, career support activities, etc). • Assist in the evaluation of seminars, courses and workshops.
Training components and learning elements	<p>After the assignment the Carlo Schmid Fellow will be able to:</p> <ul style="list-style-type: none"> • Have an excellent understanding of the Office of the High Commissioner for Human Rights, its structure and its on-going human resources management reform; • Plan, design, deliver, and evaluate training and learning activities. • Understand the challenges of Staff Development / Training / Human Resources Management in a multicultural environment • Demonstrate strong oral and written communication skills; • Comprehend applicable United Nations guidelines, policies and procedures in the context of human rights. • Have a good understanding of career development in the United Nations system.
Participation in missions or training courses	The Carlo Schmid Fellow will have the opportunity to participate in the OHCHR Orientation Programme which is specially designed for new staff members. The

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FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
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Reference No.: OHCHR, Genf - Training, Learning and Staff Development

	Carlo Schmid Fellow can also take part other learning/training programmes that the team is organising or are offered in-house. Participate in the Geneva Learning Network .
Additional comments	Ms. Theresia Redigolo (Carlo Schmid Alumni - 1st CSP Group in 2001) will be supervising the work of the Carlo Schmid Fellow in order to allow for the best training/coaching possible during the duration of the internship.

Required Qualifications

Academic qualification (student, B.A., M.A.)	Candidates should hold a first degree (B.A.) and be studying or have just finished studying a relevant post-graduate qualification (M.A.). This could be a Master's degree in a relevant field of study. Intern must be enrolled in graduate programme for the duration of the internship!
Subjects	Business Administration or Public Administration Management, Political and Social Science with an interest in Human Rights. Knowledge about Human Resources Management and Staff Development / Training would be an asset.
Language Skills	Fluency in oral and written English; a good knowledge of French or another UN language is an advantage.
Computer literacy	Excellent knowledge of Microsoft computer graphics and spreadsheet programmes is required (Word, Excel and Powerpoint).
Internship-related experiences	Not applicable
Additional skills/requirements	UN Competencies: <ul style="list-style-type: none"> • Communication: Ability to write in a clear and concise manner and to communicate effectively orally. • Teamwork: Good interpersonal skills; ability to work in a multi-cultural, multiethnic environment with sensitivity and respect for diversity; • Client Orientation: Ability to identify clients' needs and appropriate solutions; ability to establish and maintain productive partnerships with clients; • Professionalism: Basic skills in identifying and resolving well-defined problems in the area of human resources management; • Technological awareness: Excellent computer skills, including proficiency in Microsoft Word, PowerPoint, Excel and Access.

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Reference No.: PAHO, Lima - Public Health

Name of host organisation	Pan American Health Organization (Lima, Perú)
Internship Coordinator	Dr. Raúl González Montero
Homepage	http://www.paho.org/per

Placement Offer

Dates/duration	01.09.2017 - 30.06.2018, 10 months
Supervisor	Dr. Raúl González
Detailed description of the internship project(s); tasks assigned	<p>The purpose of this specific internship in PAHO/WHO Representative Office in Peru, considering the framework of the UNDAF 2017-2021 signed with the Peruvian Government, where 4 direct effects have been formulated and PAHO Peru is the leader of direct effect 2 (Access to universal basic services and of quality), the intern will be participating in the implementation of work team plans through the coordination between agencies.</p> <p>Direct effect 2: By year 2021, everyone in state of vulnerability, poverty, and discrimination should improve their access to basic, essential and universal quality services and to an integrated and inclusive social protection system.</p>
Training components and learning elements	Universal health care, public health, inclusive social protection system.
Participation in missions or training courses	<p>Training mandatory courses: basic security in the field, advanced security in the field, ethic course.</p> <p>The intern will participate in all training and workshops dedicated to all staff</p> <p>Participation in missions if requested and only under previous approval.</p>
Additional comments	<p>The intern will coordinate with all PAHO technical areas in Peru:</p> <ul style="list-style-type: none"> Laboratory Services and Public Health Emergency programs Health Surveillance, Disease Prevention and Control Sustainable Development and Health Immunization Water and Basic Sanitation Health Systems and Services Non communicable diseases South American technical cooperation in public health

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 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
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Reference No.: PAHO, Lima - Public Health

Required Qualifications

Academic qualification (student, B.A., M.A.)	Be enrolled in a graduate or post-graduate programme with approach to an area related to the work of PAHO (public health, public administration, social sciences) <ul style="list-style-type: none"> • Be a minimum of 20 years old • Have strong abilities of writing, research and organization • Be motivated, recursive and able to work well in team
Subjects	Intern MUST be enrolled in graduate programme for the duration of the internship! public health, public administration, social sciences
Language Skills	Intern will have to be able to speak English fluently; Spanish knowledge would be a plus.
Computer literacy	Have strong knowledge of information technology.
Internship-related experiences	None
Additional skills/requirements	

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 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
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Reference No.: STL, Leidschendam - International Criminal Law

Name of host organisation	Special Tribunal for Lebanon
Internship Coordinator	Mr Nicolas Guillou, Ms Hala El Amine
Address	Special Tribunal for Lebanon Doktor van der Stamstraat 1 2265BC Leidschendam The Netherlands
Homepage	

Placement Offer

Dates/duration	01.09.2017 – 28.02.2018, 6 months
Supervisor	Nicolas Guillou, Chef de Cabinet
Detailed description of the internship project(s); tasks assigned	<p>The Special Tribunal for Lebanon is the first international judicial institution to adjudicate terrorism as a distinct crime and the first such body operating within the Arab world.</p> <p>The intern works in in the legal team supporting the Appeals Chamber and the President of the Tribunal. Tasks may vary according to workload but generally include the following:</p> <ul style="list-style-type: none"> -- in-depth legal research and analysis of matters relevant to the work of the Appeals Chamber and the President relating to international criminal law (both procedural and substantive), public international law, international administrative law and other areas of law including domestic law -- preparation of legal memoranda on specific matters/cases before the Appeals Chamber and the President -- assisting in the drafting of court decisions and orders -- provision of other legal support to staff members and Judges -- assisting the President with respect to external relations work including outreach and diplomatic engagements -- other tasks as required (ex., assisting in the preparation of a digest of the Tribunal's jurisprudence and the publication of the Tribunal's case-law).
Training components and learning elements	Interns will be able to work as fully integrated members of a legal team at an international criminal tribunal. They will work closely with the Judges of the Tribunal, especially with the President and will get an insight into both the legal and non-legal aspects of her work as the Tribunal's highest-ranking official. Interns can apply their knowledge in a professional work environment. They can also improve their English legal drafting skills.
Participation in missions or training courses	Interns will receive training in the special case management software employed by the Tribunal.
Additional comments	

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Reference No.: STL, Leidschendam - International Criminal Law

Required Qualifications

Academic qualification (student, B.A., M.A.)	Candidates must have a law degree (Erstes Juristisches Staatsexamen or equivalent master's degree). They should have a good academic record.
Subjects	Candidates should ideally have taken classes/seminars on international criminal law, public international law or criminal law
Language Skills	Advanced English language skills (oral and written) French and Arabic are an asset but not a requirement.
Computer literacy	MS Office Suite Experience in the use of legal research databases
Internship-related experiences	Past internships at criminal courts or other international organizations/courts/tribunals are considered an asset. Knowledge of Lebanese law would be an asset but not a requirement.
Additional skills/requirements	Candidates must be able to work in a multi-cultural and multi-lingual environment. They will be expected to work in a team as well as independently and occasionally under time pressure against tight deadlines. The position requires tact and discretion, reliability and professional integrity.

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 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
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Reference No.: TI1, Bogota - National Chapter in Colombia

Name of host organisation	Transparencia por Colombia (TI national chapter in Colombia)
Internship Coordinator	Claire Launay Gama, Program Officer
Address	Carrera 45A N 93-61 - Barrio la Castellana Bogotá, COLOMBIA
Homepage	http://transparenciacolombia.org.co/

Placement Offer

Dates/duration	01.09.2017 - 31.03.2018, 7 months
Supervisor	Claire Launay Gama, Program Officer
Detailed description of the internship project(s); tasks assigned	<p>Transparencia por Colombia (TPC) is a non-profit organization created in 1998. It is the National Chapter of Transparency International (TI), the non-governmental organization leading the global fight against corruption in the world. From civil society, we lead the comprehensive fight against corruption and for transparency, in public and private matters, to promote active citizenship, strengthen institutions and consolidate Colombian democracy.</p> <p>Our action is organized around three programmatic areas (public sector, private sector and citizen engagement). Transparencia por Colombia currently had 52 staff members, led by an Executive Director.</p> <p>In order to maximize the impact of our programs and projects, institutional efforts are concentrated in the intervention and rupture of the perverse cycle of corruption in Colombia through projects and programs that are articulated in three strategic plan pillars: 1. Knowledge, 2. Mobilization and advocacy, and 3. Communications.</p> <p>Within the framework of its strategic plan, Transparencia por Colombia recently developed the project "Monitor Ciudadano" (Citizen Monitor). This project consists in building a tool to trace and analyze the phenomenon of corruption in Colombia. "Monitor Ciudadano" is conceived as a technical platform, open to all citizens. The tool does not only produce knowledge about corruption but also opens a conversation with the citizens, and by doing so aims to have a real and direct impact on the fight against corruption. The platform also releases recommendations coming from civil society concerning the progress made in the construction and implementation of public policies to tackle corruption.</p> <p>Within this project, the intern will have the following tasks and responsibilities:</p> <ul style="list-style-type: none"> • Bring support to the ongoing research on the phenomenon of corruption in Colombia. • Study stories related to cases of corruption presented in the press along with the legal documents concerning the cases. • Help produce documents analyzing selected corruption cases. • Participate in further developing the content of the project website, using case studies. • Support the maintenance of the website. • Participate in the development of social and political advocacy strategies. • Organize workshops and focus groups with social organizations and public institutions.

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FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
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Reference No.: TI1, Bogota - National Chapter in Colombia

Training components and learning elements	<p>During this internship the intern will acquire the following skills and knowledges:</p> <ul style="list-style-type: none"> • In-depth understanding of Colombia's political structure • Grasp of the current political and social situation • Research methods • Data management skills • Conception and development of projects
Participation in missions or training courses	<p>During the internship, the intern will participate in the following workshops and trainings:</p> <ul style="list-style-type: none"> • Open data and data management workshops • Conferences about corruption and fight against corruption • Internal coordination meetings • Internal "Monitor Ciudadano" team meetings • Construction and monitoring of project budgets • Construction and maintenance of the project website
Additional comments	

Required Qualifications

Academic qualification (student, B.A., M.A.)	B.A.
Subjects	Social Sciences, Political Sciences, Humanities, International Relations
Language Skills	Apart from a very good level of English, the intern should be fluent in spoken and written Spanish. A medium level/ working knowledge of French would be desirable.
Computer literacy	The candidate needs to master perfectly text editing, spreadsheets and slideshows editing software (Microsoft Office applications). Ideally, the intern would also bring software programming along with data management skills.
Internship-related experiences	<p>Essential experience and skills:</p> <ul style="list-style-type: none"> • Experience in social sciences research projects and quantitative research skills • Experience in database management • Interest in public administration, corruption, citizen participation, evaluation of public policies • Reliable, punctual and sociable. • Capable of adapting to a foreign country and working in an intercultural environment. <p>Desirable skills:</p> <ul style="list-style-type: none"> • Wide information and communication technology knowledge. • Interest in the construction and functioning of websites, communication and advocacy strategies.
Additional requirements	

CARLO SCHMID PROGRAMME
 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
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Reference No.: TI2, Antananarivo - Communications Department

Name of host organisation	Transparency International-Initiative Madagascar (TI-IM)
Internship Coordinator	Mrs Séverine Diallo, Organisational Development Advisor
Address	Villa Huguette (rez de chaussée) Lot II U 86, Cité Planton, Ampahibe, 101 Antananarivo, Madagascar
Communications Department	Communications Department
Homepage	www.transparency.mg

Placement Offer

Dates/duration	01.09.2017 – 28.02.2018, 6 months
Supervisor	Mr Edmond Andriambelomanga, Head of programmes
Detailed description of the internship project(s); tasks assigned	<p>Created in 2000, Transparency International-Initiative Madagascar (TI-IM) has been the official chapter of Transparency International in Madagascar since 2002. TI-IM currently implements seven anti-corruption projects on issues as diverse as land, natural resources, local governance and the private sector, and employs eleven staff members and three interns. TI-IM's main office is located in Antananarivo, Madagascar's capital city, with on-site presence in three regions (Diana, Boeny and Atsimo-Andrefana).</p> <p>The intern will support TI-IM's communications department. He/ she is expected to support the work of the organisation by as follows:</p> <ul style="list-style-type: none"> ▪ Participate in the organisation of chapter events such as the launch of the Corruption Perception Index in January 2018, and various project workshops ▪ Participate in the organisation of fundraising events, e.g. charity dinners ▪ Create print designs (fact sheets, event posters, etc.) ▪ Update the chapter's public website ▪ Manage TI-IM's social networks ▪ Contribute to the chapter newsletter
Training components and learning elements	<p>Training components: Through his/ her internship with TI-IM, the intern will be given the opportunity to learn more about how to fight against corruption in a developing country. The work on communications-related tasks will help the intern gain a better understanding of the 'specifics' of how non-governmental organisations communicate in such a context.</p> <p>Learning elements: The intern will be supported by his/ her supervisor in gaining additional skills in media relations, event planning and the production of communications material.</p>
Participation in missions or training courses	<p>The intern will be able to participate in an introductory course on TI-IM's work and other training modules offered to TI-IM staff members (e.g. in the areas of advocacy and fundraising)</p> <p>TI-IM also regularly organises workshops with other Malagasy civil society organizations, in which the intern would be able to participate.</p>
Additional comments	Depending on the intern's interests and abilities, a special project will be decided upon together with his/ her supervisor at the beginning of the internship. This special project will take up to 30% of the intern's time over the course of his/her internship.

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Reference No.: TI2, Antananarivo - Communications Department

	Examples of special projects include the production of a short movie, a photo book, theatre performance or a live radio broadcast.
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Required Qualifications

Academic qualification (student, B.A., M.A.)	B.A
Subjects	The intern should have an academic qualification or equivalent professional experience in one of the following or in related areas: <ul style="list-style-type: none"> ▪ Communication ▪ Political and social sciences ▪ International relations
Language Skills	In order to effectively engage in the work of the organisation, the intern should bring: <ul style="list-style-type: none"> ▪ Excellent English skills ▪ Excellent French skills (spoken and written)
Computer literacy	<ul style="list-style-type: none"> ▪ MS Office ▪ Design software (e.g. GIMP, Photoshop) (highly desirable)
Internship-related experiences	<ul style="list-style-type: none"> ▪ Experience and/or interest for NGO work ▪ Experience and/or interest in governance and anti-corruption ▪ Working experience in a developing country (desirable)
Additional skills/requirements	<ul style="list-style-type: none"> ▪ Ability to adapt to working conditions of a low income country (e.g. local constraints such as slow internet, power shortages, etc.) ▪ Ability to work in a multicultural team

CARLO SCHMID PROGRAMME
 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
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Reference No.: TI3, Port Louis - Communications

Name of host organisation	Transparency Mauritius
Internship Coordinator	Rajen Bablee – Executive Director
Address	6 th Floor, TN Tower, 13 Saint Georges Street, Port Louis, Mauritius
Homepage	www.transparencymauritius.org

Placement Offer

Dates/duration	01.09.2017 – 31.03.2018, 7 months
Supervisor	Rajen Bablee – Executive Director
Detailed description of the internship project(s); tasks assigned	<p>Transparency Mauritius (TM) is the national chapter of Transparency International in Mauritius. The organisation was set up in 1994 and incorporated in 1998 as an independent, non-political and non-partisan corporate body to promote integrity in business ethics through public awareness and general education. The office of Transparency Mauritius is located in Port Louis, the capital of Mauritius. The chapter currently has four staff members.</p> <p>The vision of Transparency Mauritius is a world in which government, politics, business, civil society and the daily lives of people are free of corruption. Our mission is to stop corruption and promote transparency, accountability and integrity at all levels and across all sectors of society. Our core values are transparency, accountability, integrity, solidarity, courage, justice and democracy.</p> <p>Our work is focused on the following areas:</p> <ul style="list-style-type: none"> ▪ Youth Empowerment ▪ Promotion of Good Governance & Ethics in the public and private sector ▪ Freedom of Information ▪ Funding of Political Parties ▪ Declaration of Assets ▪ Whistleblowing in the Private Sector <p>The intern would be asked to support the work of Transparency Mauritius in the following areas:</p> <p>Communications (approx. 60% of the intern's time)</p> <ul style="list-style-type: none"> ▪ Contribute to the development of a communications strategy ▪ Attend meetings/ conferences with various stakeholders ▪ Prepare and deliver talks on corruption in colleges, universities and student clubs; and on good governance and ethics in private companies <p>Project Implementation (approx. 30% of the intern's time)</p> <ul style="list-style-type: none"> ▪ Perform research work on Ethics & Good Governance (literature review/ methodology) ▪ Prepare project proposals e.g. on the role of youth in fighting corruption and/ or to promote good governance in the private sector (whistleblowing) ▪ Contribute to the evaluation of a project/ campaign on whistleblowing in the private sector <p>Fundraising (approx. 5% of the intern's time)</p>

CARLO SCHMID PROGRAMME
 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
 PLACEMENT OFFER 2017/2018

Reference No.: TI3, Port Louis - Communications

	<ul style="list-style-type: none"> ▪ Contribute ideas to help raise funds for the organisation ▪ Participate in fundraising activities <p>Administrative tasks (approx. 5% of the intern's time)</p> <ul style="list-style-type: none"> ▪ General administrative duties including answering phone calls and attending to visitors
Training components and learning elements	<ul style="list-style-type: none"> ▪ Good Governance & Ethics/ Management ▪ Project Management ▪ Anti-Corruption programme (Whistleblowing)
Participation in missions or training courses	The intern will have the opportunity to participate in any training offered to the staff of Transparency Mauritius to support the implementation of the work of the organisation.
Additional comments	

Required Qualifications

Academic qualification (student, B.A., M.A.)	<p>Masters' Degree</p> <p>The intern MUST be enrolled in a graduate programme for the duration of the internship</p>
Subjects	<p>The intern should have a degree or equivalent experience in the following or in related areas:</p> <ul style="list-style-type: none"> ▪ Business Administration, Management or Law ▪ Project Management ▪ Communications ▪ Ethics
Language Skills	Fluency (written and spoken) in English and French
Computer literacy	Very Good (Microsoft Office applications)
Internship-related experiences	<p>The intern would be expected to already bring some experience in the following areas:</p> <ul style="list-style-type: none"> ▪ Social work and social issues ▪ Fundraising ▪ Project management and evaluation
Additional skills/requirements	<p>The intern would be expected to bring the following skills:</p> <ul style="list-style-type: none"> ▪ Good internal/ external communication skills ▪ Empathy and outgoing personality ▪ Ability to work in a multicultural society

CARLO SCHMID PROGRAMME
 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
 PLACEMENT OFFER 2017/2018

Reference No.: TI4, Laventille - Pan Caribbean Transparency Initiative

Name of host organisation	Trinidad and Tobago Transparency Institute
Internship Coordinator	Dion Abdool (Board Chair)
Address	Fernandes Industrial Centre, Building 7, Unit 4 Eastern Main Road, Laventille, Trinidad and Tobago
Homepage	transparency.org.tt

Placement Offer

Dates/duration	01.09.2017 – 28.02.2018, 6 months
Supervisor	TTTI Programme Manager
Detailed description of the internship project(s); tasks assigned	<p>The Trinidad and Tobago Transparency Institute (TTTI) is the Trinidad and Tobago chapter of Transparency International (TI), the global civil society organisation leading the fight against corruption. Launched in 1998, TTTI is a non-profit company registered under the Trinidad and Tobago Companies Act, 1995 and governed by a Board of Directors elected by its members, both individual and corporate.</p> <p>Along with TI's more than 100 other locally established national chapters and in close collaboration with TI's International Secretariat in Berlin, Germany, TTTI works in a non-confrontational way with relevant players from government, civil society, business and the media to reduce corruption and foster good governance by raising awareness, stimulating action and contributing to the reform of systems, institutions and laws. This includes, for example:</p> <ul style="list-style-type: none"> ▪ leading the call for inquiries into matters where suspicions of corruption exist; ▪ making presentations to Cabinet on integrity in public life as essential for good governance; ▪ submitting to Government commentaries on relevant legislation, such as the Freedom of Information Act, and related to key anti-corruption initiatives, such as the reform of the Office of the Ombudsman; ▪ working with relevant Government committees and public officers on increasing transparency and accountability in public procurement processes. <p>This work takes place in a political context of high citizen tolerance of corruption and widespread petty corruption; and a lack of demonstrated political will, in the face of powerful vested interests, to effect meaningful change.</p> <p>The fellowship will provide an opportunity for the intern to contribute to TI's 'Pan Caribbean Transparency Initiative' by supporting TTTI, working in close partnership with the TI Secretariat, in:</p> <ul style="list-style-type: none"> ▪ mapping opportunities to fight corruption more effectively in the region, with a particular focus on Beneficial Ownership Transparency; ▪ encouraging the work of other Caribbean TI chapters and activists working towards more transparency in the region; ▪ liaising with interested persons in other Caricom member states (e.g. St Lucia, St Vincent, St Kitts, Curacao) to help identify new partnership opportunities; ▪ meeting and strategizing with regional partners.

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 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
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Reference No.: TI4, Laventille - Pan Caribbean Transparency Initiative

Training components and learning elements	Through the fellowship and his/ her work with TTTI staff and board members, the intern would be given the opportunity to develop in-depth knowledge of regional stakes and dynamics, as well as national legislations with a particular focus on Beneficial Ownership Transparency.
Participation in missions or training courses	The intern would be given the opportunity to participate in any relevant training / professional development opportunities also offered to TTTI staff.
Additional comments	

Required Qualifications

Academic qualification (student, B.A., M.A.)	At least B.A. (preferably someone interested in pursuing/ having pursued a M.A. in a development related area)
Subjects	International relations, trade, international development, law, public administration, political science (or related field)
Language Skills	<ul style="list-style-type: none"> ▪ Fluent English (written and spoken) ▪ Good knowledge of French or Dutch
Computer literacy	Microsoft Office Suite (proficient user)
Internship-related experiences	No specific internship-related experiences required.
Additional skills/requirements	<ul style="list-style-type: none"> ▪ Excellent communication and interpersonal skills ▪ Effective team working skills ▪ Ability to motivate others ▪ Project management

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 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
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Reference No.: TI5, London – Research, Advocacy and Communications

Name of host organisation	Transparency International UK
Internship Coordinator	Rachel Davies Teka (Senior Advocacy Manager)
Address	7-14 Great Dover Street, London, UK, SE1 4YR
Homepage	www.transparency.org.uk

Placement Offer

Dates/duration	01.10.2017 – 30.06.2018, 9 months
Supervisors	Steve Goodrich (Senior Research Officer), Rachel Davies Teka (Senior Advocacy Manager), Dominic Kavakeb (Communications Manager)
Detailed description of the internship project(s); tasks assigned	<p>Transparency International UK (TI-UK) is the UK national chapter of the global Transparency International Movement.</p> <p>Our vision is a society in which:</p> <ul style="list-style-type: none"> ▪ The lives of people in the UK and around the world are significantly improved. ▪ The health of our institutions is enhanced. ▪ We can trust the integrity of those in authority. ▪ There is no impunity for the corrupt at home or abroad. <p>TI UK is offering a 9-month opportunity to experience different activities across our research, advocacy and communications teams.</p> <p>Months 1-3 – Research</p> <p>The intern will provide support on a focussed research project around one of TI-UK's three main work programmes:</p> <ul style="list-style-type: none"> ▪ Open governance (access to information and open data) ▪ Corruption in UK Politics (lobbying and political party finance reform) ▪ Corrupt capital (anti-money laundering, asset recovery and company transparency) <p>This may involve writing internal briefings, authoring external blogs, mining data for insights or contributing towards papers for publication.</p> <p>Months 4-6 – Advocacy</p> <p>Working within a small but dynamic team, the intern will assist in TI-UK's efforts to use our research to achieve impact and evidence-based change. Activities could include (depending on what the team will be working on at the time): parliamentary monitoring/research to identify opportunities to influence; drafting briefings; designing and implementing advocacy strategies; or working with the team to deliver our events.</p> <p>Months 7-9 – Communications:</p> <p>As part of the Communications Team, the intern will help with the day-to-day promotion of our research and work to external audiences. This could include assisting with media enquiries, helping to draft content for social media, as well as monitoring relevant trends in the media.</p>

CARLO SCHMID PROGRAMME
 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
 PLACEMENT OFFER 2017/2018

Reference No.: TI5, London – Research, Advocacy and Communications

Training components and learning elements	TI UK has an internal skills sharing system that provides all staff, including interns, with access to training and briefings on a range of themes including advocacy, press and media communications, data analysis and relevant anti-corruption legislation such as the UK Bribery Act. There are also likely to be opportunities to attend conferences and workshops as part of the placement.
Participation in missions or training courses	The intern would be given the opportunity to participate in training opportunities offered to TI UK staff and interns where available/ relevant.
Additional comments	We will design tasks that will benefit both the intern and TI-UK. The intern may be expected to do some basic administrative tasks, but this will be balanced by more content based work. This is an excellent opportunity for to gain exposure to the work of a dynamic and hands on anti-corruption organisation, interacting with senior staff members.

Required Qualifications

Academic qualification (student, B.A., M.A.)	Student (minimum)
Subjects	Desirable: Politics, Economics, Law, Journalism, Public Administration or International Development
Language Skills	Essential: fluency in English and ability to write succinctly Desirable: fluency in another language, preferably Russian, Ukrainian, Arabic or Mandarin
Computer literacy	Essential: Familiarity with Microsoft Office
Internship-related experiences	
Additional skills/requirements	Essential: Highly organised, self-motivated, and reliable

CARLO SCHMID PROGRAMME
FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
PLACEMENT OFFER 2017/2018

Reference No.: UNAIDS1, Genf - Planning and Performance Measurement Division

Name of host organisation	Joint United Nations Programme on HIV/AIDS (UNAIDS)
Internship Coordinator	Jonathan Ball, Chief, Organizational Development Division, HRM
Address	UNAIDS, 20 Avenue Appia, 1211 Geneva 27, Switzerland
Homepage	www.unaids.org

Placement Offer

Dates/duration	01.09.2017 – 30.04.2018, 8 months
Supervisor	Abigail David, Senior Planning and Performance Monitoring Adviser, Planning and Performance Measurement Division
Detailed description of the internship project(s); tasks assigned	<p>The Joint United Nations Programme on HIV/AIDS (UNAIDS) leads and inspires the world to achieve its shared vision of zero new HIV infections, zero discrimination and zero AIDS-related deaths. UNAIDS unites the efforts of 11 UN organizations (UNHCR, UNICEF, WFP, UNDP, UNFPA, UNODC, UN Women, ILO, UNESCO, WHO and the World Bank) and works closely with global and national partners to maximize results for the AIDS response.</p> <p>Planning and Performance Monitoring Division forms part of the Planning, Finance and Accountability Department (PFA) that has two other Divisions specifically responsible for budget and Financial and risk management portfolios. Overall, PFA Department is responsible for coordinating UNAIDS workplanning and resource allocation at all levels, monitoring the implementation of workplans and budgets and ensuring accountability of the Cosponsors and the Secretariat; developing and maintaining financial policies, infrastructure and services, ensuring smooth operations, risk management, compliance with financial regulations and rules, financial integrity and coherence in programmatic delivery.</p> <p>The Department works with and provides support to other departments, liaison offices, regional support teams and country offices as well as Cosponsors to ensure effective management of resources and achievement of progress against the goals and targets of the UN High Level Political Declaration on AIDS and of the UNAIDS Strategy for 2016-2021.</p> <p>Under the overall supervision of the Senior Planning and Performance Monitoring Adviser and in close collaboration with Division's Technical Officers, the following tasks will be conducted:</p> <ul style="list-style-type: none"> ● Support analysis of data on results, indicators, financial expenditure and other information collected from annual Joint Programme reporting exercise; ● Support development and revision of innovative reporting materials for the UNAIDS web portal https://results.unaids.org/; ● Assist in other initiatives related to the monitoring and reporting on the implementation of UNAIDS 2016-2021 Unified Budget, Results and Accountability Framework (UBRAF); ● Participate in the development of 2018-2019 activity workplans of the UNAIDS Secretariat; ● Assist in the preparation of documents, infographics, case studies etc for key meetings including for the UNAIDS Programme Coordinating Board.; ● Interact with country and regional offices to refine and improve reports; ● Support in annual reporting to the UN System-wide Action Plan on Gender Equality and Women Empowerment; ● Undertake research on assigned topics and present conclusions; ● Undertake specific tasks to be defined according to areas of interest and expertise

CARLO SCHMID PROGRAMME
FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
PLACEMENT OFFER 2017/2018

Reference No.: UNAIDS1, Genf - Planning and Performance Measurement Division

Training components and learning elements	<p>Upon completion of the assignment the fellow will:</p> <ul style="list-style-type: none"> • Have a comprehensive understanding of the mandate of UNAIDS; • Gain insight about the work of UN in general including how UNAIDS works with its Cosponsors; • Understand importance of providing support to country offices, country reality versus HQ operations; coordination with the regional offices, and cross departmental work at the headquarters; • Understand the HIV epidemic and its implications for global development; • Understand how UNAIDS Unified Budget, Results and Accountability framework (UBRAF) translates UNAIDS Strategy and vision into implementation; • Understand the planning and reporting cycles, importance of performance monitoring and results reporting; • Enhance communication and work
Participation in missions or training courses	Fellows at UNAIDS are expected to complete the New Staff Member Orientation and other e-learning modules, participate in a UN Cares learning session and will benefit from a complementary learning programme.
Additional comments	Carlo-Schmid Fellows at UNAIDS are contracted as nil-remuneration consultants.

Required Qualifications

Academic qualification (student, B.A., M.A.)	Completed B.A. or M.A.
Subjects	Public administration, Social science, International relations, Communications, Public health.
Language Skills	Excellent knowledge of English
Computer literacy	Good knowledge of google applications (documents, sheets, slides and drive).
Internship-related experiences	Previous international experience desirable but not necessary.
Additional skills/requirements	<p>UNAIDS Values:</p> <ol style="list-style-type: none"> 1. Commitment to the AIDS response 2. Integrity 3. Respect for diversity <p>Core competencies:</p> <ol style="list-style-type: none"> 1. Working in teams 2. Communicating with impact 3. Applying expertise 4. Delivering results 5. Driving change and innovation 6. Being accountable

CARLO SCHMID PROGRAMME
 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
 PLACEMENT OFFER 2017/2018

Reference No.: UNAIDS2, Kinshasa – Youth and Adolescent Programmes

Name of host organisation	Joint United Nations Programme on HIV/AIDS (UNAIDS)
Fellowship Coordinator	Jonathan Ball, Chief, Organizational Development Division, HRM
Address	UNAIDS, 20 Avenue Appia, 1211 Geneva 27, Switzerland
Homepage	www.unaids.org

Placement Offer

Dates/duration	01.09.2017 - 30.06.2018, 10 months
Supervisor	Marc Saba, UNAIDS Country Director for the Democratic Republic of Congo
Detailed description of the fellowship project(s); tasks assigned	<p>The Joint United Nations Programme on HIV/AIDS (UNAIDS) leads and inspires the world to achieve its shared vision of zero new HIV infections, zero discrimination and zero AIDS-related deaths. UNAIDS unites the efforts of 11 UN organizations (UNHCR, UNICEF, WFP, UNDP, UNFPA, UNODC, UN Women, ILO, UNESCO, WHO and the World Bank) and works closely with global and national partners to maximize results for the AIDS response in mobilizing resources, engaging the governments toward their responsibilities, monitoring the epidemic and releasing the strategic information.</p> <p>The fellow will be based at the UNAIDS Country Office (UCO) in Kinshasa, DR Congo, and will provide support to youth population programmes, advocacy for the local resource mobilization with the bilateral and multilateral partners in order to strengthen the capacities of the key partners on a range of tasks. The fellow will be working closely with partners from government, bilateral/multilateral agencies, diplomatic missions and civil society on critical issues related to prevention programme, treatment, care and support services, including, human rights, gender-based violence and community empowerment.</p> <p>This assignment provides an excellent opportunity for the fellow to experience working within a vibrant UN environment while making a contribution to the success of the DR Congo national HIV response.</p> <p>Under the supervision of the UNAIDS Country Director and in close collaboration with the UCO's Programme Officers, the following main tasks will be performed:</p> <ul style="list-style-type: none"> ● Assist the UCO in the planning, coordination, resource mobilization and facilitation for Youth and Adolescents programmes, including key populations, especially through programmes against stigma and discrimination, eliminating gender inequalities, prevention, testing, treatment and care for Youth and Adolescents; ● Provide leadership in collaboration with Co-sponsors (UNICEF, UNFPA, UNDP); ● Assist in working with civil society organizations and networks, especially those working with/for or led by young people (10-24 years) particularly those already engaged in the All In Initiative; ● Provide technical assistance to the national working committee to undertake the three phases of the exercise called ALL IN; ● Providing support to the HIV/AIDS National Programmes as well as for Sexual and Reproductive Health National Programmes; ● Support the capacity development for the national civil societies and NGOs;

	<ul style="list-style-type: none"> ● Attend various technical meetings on behalf of the UCO; ● Liaise with principals key stakeholders from government, development partners, NGOs and civil society; ● Prepare meeting documents; ● Assist in mobilizing funds. ● Provide communication and advocacy support; ● Draft and edit technical documents; ● Other related duties as assigned by the UNAIDS Country Director.
Training components and learning elements	<p>Upon completion of the assignment the fellow will have:</p> <ul style="list-style-type: none"> ● a comprehensive understanding of the mandate of UNAIDS and the wider UN system; ● a clear understanding of the HIV epidemic and its implications for global development; ● acquired solid knowledge of HIV and AIDS related programming for youth and adolescents; ● a good understanding of issues related to the fight against HIV and AIDS in particular for youth and adolescents; ● developed skills in coordination and programme management in the field of public health; ● to develop the ability for communicating with different actors as well as interpersonal skills & writing skills. <p>At the end of the placement, the fellow is expected to prepare a summary report including achievements, challenges, lessons learned, opportunities and recommendations.</p>
Participation in missions or training courses	Fellows at UNAIDS are expected to complete the New Staff Member Orientation and other e-learning modules, participate in a UN Cares learning session and will benefit from a complementary learning programme.
Additional comments	Carlo-Schmid Fellows at UNAIDS are contracted as nil-remuneration consultants.

Required Qualifications

Academic qualification	Completed B.A., M.A. or MPH (Bachelors or Masters)
Subjects	Social Sciences, Public Health
Language Skills	Excellent knowledge of English and French
Computer literacy	Good knowledge of google applications (documents, sheets, slides and drive).
Fellowship-related experiences	Previous international exposure desirable especially in African countries desired.
Additional skills/requirements	<p>UNAIDS Values:</p> <ol style="list-style-type: none"> 1. Commitment to the AIDS response 2. Integrity 3. Respect for diversity <p>Core competencies:</p> <ol style="list-style-type: none"> 1. Working in teams 2. Communicating with impact 3. Applying expertise 4. Delivering results 5. Driving change and innovation 6. Being accountable

CARLO SCHMID PROGRAMME
 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
 PLACEMENT OFFER 2017/2018

Reference No.; UNDESA/OESC1, New York - Policy Coordination Branch

Name of host organisation	United Nations Secretariat, UN Department of Economic and Social Affairs, Office for ECOSOC Support and Coordination (UN DESA/OESC)
Internship Coordinator	Mr. Joop Theunissen, Deputy Chief, Policy Coordination Branch, OESC/DESA
Address	United Nations 405 East 42 nd Street New York, NY 10017
Homepage	https://www.un.org/development/desa/en/about/desa-divisions/ecosoc-support.html https://www.un.org/ecosoc/en/home

Placement Offer

Dates/duration	01.09.2017 – 28.02.2018, 6 months
Supervisor	Mr. Joop Theunissen
Detailed description of the internship project(s); tasks assigned	<p>Provide support to the intergovernmental and other meetings of the Economic and Social Council (ECOSOC) and the General Assembly on development issues, including progress on the 2030 Agenda for Sustainable Development and the sustainable development goals by:</p> <ul style="list-style-type: none"> • Carrying out background research for reports of the Secretary-General, in particular on the ECOSOC theme; • Providing input to briefing notes and similar materials on economic and social issues; • Following intergovernmental meetings of ECOSOC and the General Assembly; preparing draft summaries of main presentations and discussions; • Assisting in the organization and servicing of meetings of the General Assembly, Second Committee, and ECOSOC, including negotiations for General Assembly and ECOSOC resolutions and outcome documents; • Assisting in the preparation of the 2018 high-level segment of ECOSOC; • Assisting in the organization of expert group meetings, training workshops, seminars and high-level panel events on development; and • Carrying out other tasks assigned by supervisor
Training components and learning elements	<ul style="list-style-type: none"> • Will learn to write briefing notes, draft policy papers • Will be exposed to intergovernmental negotiations • Will learn to organize high-level international meetings and training workshops • Research and analysis skills will be enhanced
Participation in missions or training courses	<ul style="list-style-type: none"> • Possibility to participate in United Nations training courses and events of the UN General Assembly • Possibility to participate in DESA seminars
Additional comments	

CARLO SCHMID PROGRAMME
 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
 PLACEMENT OFFER 2017/2018

Reference No.; UNDESA/OESC1, New York - Policy Coordination Branch

Required Qualifications

Academic qualification (student, B.A., M.A.)	<ul style="list-style-type: none"> • Applicants must meet one of the following requirements: (a) be enrolled in a graduate school programme (second university degree or higher); or (b) be enrolled in the final academic year of a first university degree programme (minimum Bachelor's level or equivalent); or (c) have graduated with a university degree (as defined above) and, if selected, must commence the internship within a one year period of graduation;
Subjects	
Language Skills	<p>English and French are the working languages of the United Nations Secretariat.</p> <p>Fluency in spoken and written English is required for the Internship Programme. Knowledge of an additional official UN language is an asset.</p> <p>Arabic, Chinese, English, French, Russian and Spanish are the official languages of the United Nations Secretariat.</p>
Computer literacy	Must be computer literate in standard software applications
Internship-related experiences	
Additional skills/requirements	<p>The intern is expected to:</p> <ul style="list-style-type: none"> • Have a demonstrated keen interest in the work of the United Nations and a personal commitment to the ideals of the United Nations Charter; and • 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.

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 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
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Reference No.: UNDESA/OESC2, New York - Department of Economic and Social Affairs

Name of host organisation	Office for ECOSOC Support and Coordination, Department of Economic and Social Affairs, United Nations
Internship Coordinator	Leslie Wade
Address	Office of ECOSOC Support and Coordination United Nations Secretariat, S-2565 New York, NY 10017
Homepage	www.un.org/en/ecosoc

Placement Offer

Dates/duration	05.09.2017 – 28.02.2018, 6 months
Supervisor	Leslie Wade
Detailed description of the internship project(s); tasks assigned	<ul style="list-style-type: none"> • Undertaking research on key issues for the Economic and Social Council of the United Nations (ECOSOC); • Assisting in the substantive and organizational preparations of the ECOSOC Youth Forum and Partnership Forum, that will address various aspects of the annual theme of the Economic and Social Council; • Organization of panel discussions, roundtables, briefings for the membership of ECOSOC; • Following the work of the ECOSOC Functional Commissions to identify key issues and trends; • Following inter-governmental meetings of ECOSOC and the General Assembly, other relevant meetings, briefings, etc., on various economic and social issues, in particular the 2030 Agenda, and preparing summaries of their outcomes; • Following the United Nations General Assembly's annual high-level debate, and preparing highlights of main issues, new ideas and recommendations in the economic, social and sustainable development areas; • Following and reporting on Member States' negotiations on draft resolutions; • Assisting in the Branch's work on peacebuilding and with regard to countries emerging from conflict, as well as on the Ad Hoc Advisory group on Haiti; • Assisting in the Branch's work on communication (Social media; video production; media alert/press release; and news article); • Providing input to speeches, background notes, briefs and presentations.
Training components and learning elements	<ul style="list-style-type: none"> • The intern will learn about the work of the UN system on development and the intergovernmental processes • The intern will learn about the 2030 Agenda for sustainable development and the role of the ECOSOC system and the UN entities in implementing this agenda • The intern will learn to write briefing notes, draft policy papers for intergovernmental bodies • The intern will enhance planning and organizing skills through organizing high-level international meetings • The intern will enhance teamwork skills as the internship will involve working collaboratively with colleagues both within the Division as well as others in the UN system
Participation in missions or training courses	The Intern will be able to participate in internal training courses offered by UNITAR UNU and can participate in seminars organized by DESA. The student is also encouraged to follow seminars organized by the UN system.

CARLO SCHMID PROGRAMME
 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
 PLACEMENT OFFER 2017/2018

Reference No.: UNDESA/OESC2, New York - Department of Economic and Social Affairs

Additional comments	<p>The ECOSOC and Interorganizational Cooperation Branch of the Office for ECOSOC Support and Coordination of UN-DESA:</p> <ul style="list-style-type: none"> - Supports the Economic and Social Council's oversight and coordination role over the work of its subsidiary bodies, in particular its functional commissions - Engages the United Nations Funds, Programmes and Specialized Agencies in the work of the Economic and Social Council, in particular in the ECOSOC Youth Forum, the Partnerships Forum - Engages civil society, including non-governmental organizations, youth, foundations and the private sector in the work of the Council, in particular the Youth Forum and the Partnerships Forum - Organizes special ECOSOC meetings on emergencies and emerging issues - Promotes the mainstreaming of peacebuilding issues in the work of the Council to strengthen the nexus between peace and development - Undertakes communication and outreach activities to raise the profile of ECOSOC
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Required Qualifications

Academic qualification (student, B.A., M.A.)	<p>To qualify for an internship with the United Nations Internship Programme, applicants must meet one of the following requirements:</p> <p>(a) be enrolled in a graduate school programme (second university degree or equivalent, or higher);</p> <p>(b) be enrolled in the final academic year of a first university degree programme (minimum Bachelor's level or equivalent); or</p> <p>(c) have graduated with a university degree (as defined above) and, if selected, must commence the internship within a one year period of graduation"</p>
Subjects	Economics, political economy, development studies, international relations or related field
Language Skills	
Computer literacy	Computer literacy in standard software applications is required.
Internship-related experiences	
Additional skills/requirements	<ul style="list-style-type: none"> - Good understanding of economic and social theories as well as sustainable development principles and applications; - Proven ability to write clear and concise texts; - Experience with organizing panels and seminars would be an advantage.

CARLO SCHMID PROGRAMME
 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
 PLACEMENT OFFER 2017/2018

Reference No.: UNDESA/OESC3, New York – ECOSOC NGO Branch

Name of host organisation	United Nations Secretariat, UN Department of Economic and Social Affairs, Office for ECOSOC Support and Coordination (UNDESA/OESC)
Internship Coordinator	Mr. Marc-André Dorel Officer-in-charge, NGO Branch , OESC/DESA
Address	United Nations Secretariat Room S-2586 New York, NY
Homepage	http://csonet.org

Placement Offer

Dates/duration	01.10.2017 – 31.03.2018, 6 months
Supervisor	Mr. Marc-André Dorel Officer-in-charge, NGO Branch , OESC/DESA
Detailed description of the internship project(s); tasks assigned	<p>The intern will be assigned to the preparation of one or more research papers on various aspects of evolving relations between civil society and the United Nations, in particular in relation to the 2030 Agenda for Sustainable Development.</p> <p>In order to obtain experience in the areas of work of the NGO Branch, the following responsibilities will also be allocated:</p> <ol style="list-style-type: none"> 1. Review of applications of NGOs for consultative status with ECOSOC; 2. Review of quadrennial reports presented by NGOs in special and consultative status with ECOSOC; 3. Carry out a research project on an issue related to civil society engagement in the work of the United Nations, and to this end, carry out internet research, including background information and materials for the compilation of reports and studies; 4. Attend relevant United Nations conferences, meetings and events with civil society participation, and participate in the registration procedures of these events. On average, the Branch assists in the participation of civil society in some 30 intergovernmental events at the United Nations each year. 5. Assist in other tasks and ad-hoc projects with civil society organizations, as assigned by the Branch Chief.
Training components and learning elements	The intern will assist the NGO Branch in the servicing of the 2018 sessions of the Committee on NGOs (2018 regular session, January 2018 and resumed session, May 2018), and undergo on-the-job training, in order to become fully familiar with the UN accreditation process for civil society and to enable the intern to deliver a research paper on a related topic.
Participation in missions or training courses	No official missions are expected during the internship, as the work will be based at UN Headquarters in New York. If funds can be made available by the intern however, the successful candidate is welcome to participate in external training activities, in coordination with her/his supervisor.
Additional comments	

CARLO SCHMID PROGRAMME
 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
 PLACEMENT OFFER 2017/2018

Reference No.: UNDESA/OESC3, New York – ECOSOC NGO Branch

Required Qualifications

Academic qualification (student, B.A., M.A.)	The intern should have graduated and hold a BA level or equivalent.
Subjects	International affairs, political studies, development, economics, sociology.
Language Skills	Proficiency in English is required. Good knowledge a second official UN language, especially French, desirable.
Computer literacy	Proficiency in Word, Excel and Internet programmes. Intern could be required to assist in basic updates of the NGO Branch website and make use of its administrative online database. Familiarity with database management and social media is a plus.
Internship-related experiences	Personal interaction with colleagues of the NGO Branch, the Office for ECOSOC Support and Coordination, as well as member States delegates and civil society representatives will be a regular feature of the internship programme. The intern should therefore have excellent communication and client orientation competencies, as outlined below.
Additional skills/requirements	The intern is expected to have demonstrated keen interest in the work of the United Nations and personal commitment to the ideals of the United Nations Charter. The following United Nations competencies apply, as follows: Communication: Good written and oral language skills, and the ability to draft clearly and concisely. Teamwork: Good interpersonal skills, and ability to work collaboratively with colleagues from different national and cultural backgrounds to achieve organizational goals. Client orientation: Considers all those whom services are provided to be clients and seeks to see things from the clients' point of view.

CARLO SCHMID PROGRAMME
FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
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Reference No.: UNDESA/OESC4, New York – Development Cooperation Policy Branch

Name of host organisation	United Nations Secretariat, UN Department of Economic and Social Affairs, Office for ECOSOC Support and Coordination (UNDESA/OESC)
Internship Coordinator	Ms. Caroline Lombardo
Address	United Nations Secretariat Room 2579, New York, NY 10017, USA
Homepage	http://www.un.org/en/ecosoc/ and http://www.un.org/en/ecosoc/dcf/index.shtml

Placement Offer

Dates/duration	01.09.2017 – 28.02.2018, 6 months
Supervisor	Ms. Caroline Lombardo, Senior Economic Affairs Officer, DCF Team leader, Development Cooperation Policy Branch, Office for ECOSOC Support and Coordination, UNDESA
Detailed description of the internship project(s); tasks assigned	<p>Background information:</p> <p>The intern will support the work of the Development Cooperation Forum (DCF). A core function of the United Nations Economic and Social Council, the DCF has full a clear mandate to review trends and progress in international development cooperation, with the participation of all relevant stakeholders, governments and the range of stakeholders – civil society organizations, local governments, parliamentarians, philanthropic organizations, international organizations and development banks and the private sector.</p> <p>The High-level Political Forum on Sustainable Development (HLPF) and the ECOSOC Forum on Financing for Development are both mandated to take the work of the DCF into account in their follow-up and review of the 2030 Agenda for Sustainable Development and the Addis Ababa Action Agenda (AAAA) on financing for development. The AAAA further recognizes the DCF as the primary global platform for multi-stakeholder discussion on quality, effectiveness and impact of development cooperation.</p> <p>The DCF-related research and discussions also inform the preparations for the General Assembly’s next Quadrennial Comprehensive Policy Review (QCPR), which will guide the United Nations system’s operational activities for development during these first years of implementation of the 2030 Agenda for Sustainable Development.</p> <p>The DCF operates on a two-year cycle. There is extensive preparation involved, including analytical work, outreach and preparatory high-level Symposiums organized around the world, in both developing and developed countries. The analytical work for the DCF produced on the Forum’s themes and topics is widely disseminated for use in all relevant UN inter-governmental processes and beyond. This includes the biennial Report of the Secretary-General on Trends and progress in international development cooperation (E/2016/65) and the DCF Policy Brief series.</p> <p>The DCF is currently focused on contributing to the development cooperation aspects of the 2030 Agenda and AAAA. It benefits from analytical studies on key issues, such as the future role of development cooperation, South-South cooperation and monitoring, review and accountability in development cooperation.</p> <p>Analytical work and two DCF high-level Symposia with multi-stakeholder participation are planned to be held during the time period for this posting – September 2017 to February 2018 to advance the work in the above areas, ushering in the Sixth Biennial High-level Meeting of the DCF, to be held in New York in July 2018.</p> <ul style="list-style-type: none"> • For more information on the Development Cooperation Forum, please see: http://www.un.org/en/ecosoc/dcf/index.shtml <p>Assigned Tasks:</p> <p>Provide support to the work of the DCF Team and the Development Cooperation Policy Branch (DCPB) by:</p> <ul style="list-style-type: none"> • Conducting research and drafting inputs for the 2018 Report of the Secretary-General on “Trends and progress in international development cooperation”. • Carrying out research for policy papers and the International Development Cooperation Report, a UNDESA flagship report. <p>Assisting in the organization and servicing of the high-level preparatory meetings for the 2018 biennial DCF;</p>

CARLO SCHMID PROGRAMME
FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
PLACEMENT OFFER 2017/2018

Reference No.: UNDESA/OESC4, New York – Development Cooperation Policy Branch

	<p>Contributing to the communications and outreach work of the Office, including the preparation of news articles, press statements, blog articles, and content for social media activities and for the ECOSOC and UNDESA websites.</p> <ul style="list-style-type: none"> • Preparing and providing input for briefing notes, talking points, speeches and similar materials on development cooperation issues for senior UN officials. • Following intergovernmental meetings of the General Assembly and Economic and Social Council, and preparing draft summaries;
Training components and learning elements	<ul style="list-style-type: none"> • Will learn to prepare briefing notes, draft policy papers with concrete policy guidance and do background research for analytical work by the Secretariat focused on the latest trends, progress and emerging challenges in international development cooperation. • Will learn to organize and provide substantive support to high-level intergovernmental meetings and policy dialogue, and gain experience in related inter-governmental, multi-stakeholder and inter-agency processes. • Will gain insight into the conduct of international policy dialogue, consultations and negotiations, including on follow-up and review of the 2030 Agenda for Sustainable Development and Addis Ababa Action Agenda. • Will learn to work in a truly international environment with diverse colleagues and diverse stakeholders and engage with policy makers and practitioners at concrete level.
Participation in missions or training courses	<ul style="list-style-type: none"> • Possibility to participate in meetings of the General Assembly and ECOSOC. • Possibility to participate in other briefings and technical workshops organized as side events at UN Headquarters. • Possibility to participate in seminars and departmental briefings/workshops. • Possibility to participate in UN intern networks
Additional comments	<p>The Office is directly involved in the UN system's work on the 2030 Agenda for Sustainable Development, focused on eradicating poverty and putting the world on a sustainable development path. The internship hence provides an opportunity to get first-hand insight into the work of the UN intergovernmental bodies and the UN system to support the multi-stakeholder follow-up and review of the Agenda at all levels, local, national, regional and global.</p>

Required Qualifications

Academic qualification (student, B.A., M.A.)	<p>Applicants must either be</p> <ul style="list-style-type: none"> • enrolled in a graduate school programme; • be enrolled in the final academic year of a first university degree programme (minimum Bachelor's level or equivalent); or • have graduated with a university degree, and, if selected, must commence the internship within a one year period of graduation. <p>Intern MUST be enrolled in graduate programme for the duration of the internship!</p>
Subjects	<ul style="list-style-type: none"> • Economics, Development Studies, International Relations or related field
Language Skills	<ul style="list-style-type: none"> • Proficiency in English • Good knowledge of another foreign language would be an advantage
Computer literacy	<ul style="list-style-type: none"> • Proficiency in computer applications, including internet, word processing, statistical and spreadsheet packages
Internship-related experiences	<ul style="list-style-type: none"> • Work experience in an international organization or in a multicultural environment would be an advantage • Familiarity with trends in international development cooperation • Familiarity with ongoing work on the 2030 Agenda for Sustainable Development and Addis Ababa Action Agenda on financing for development would be an advantage
Additional skills/requirements	<ul style="list-style-type: none"> • Good understanding and ability to apply social science research methodologies • Proven ability to write clear, concise and compelling texts • Interests in current issues on the international development agenda

CARLO SCHMID PROGRAMME
 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
 PLACEMENT OFFER 2017/2018

Reference No.: UNDESA1, New York - Division for Social Policy and Development

Name of host organisation	United Nations Secretariat, UN Department of Economic and Social Affairs, Division for Social Policy and Development (UNDESA/DSPD)
Internship Coordinator	Mr. Alberto Padova, Chief Social Integration Branch, DSPD, DESA
Address	United Nations Secretariat Room 29-78 New York, NY 10017
Homepage	https://www.un.org/development/desa/youth/

Placement Offer

Dates/duration	01.09.2017 – 28.02.2018, 6 months
Supervisor	Mr. Alberto Padova, Chief Social Integration Branch, DSPD, DESA
Detailed description of the internship project(s); tasks assigned	<p>The intern will be assigned to the team within the Social Integration Branch working on youth issues and will be assigned to the preparation of one or more issue briefs on various aspects of youth development, including on youth participation, gender equality, poverty reduction and sustainable development. Additionally, the intern will assist in the preparation of a meeting on 'youth as researchers', assisting in the identification of speakers and experts in the field, as well as in the organizational aspects of the meeting.</p> <p>In order to obtain experience in the areas of work of the Social Integration Branch, the following responsibilities will also be allocated:</p> <ol style="list-style-type: none"> 1. Carry out a research project on youth implementation of the SDGs, and to this end, carry out internet research, including background information and materials for the compilation of reports and studies; 2. Assist with the identification of material of interest for social media networks and outreach by the youth team 3. Attend relevant United Nations conferences, meetings and events with youth civil society participation. 4. Assist in other tasks and ad-hoc projects with civil society organizations, as assigned by the Branch Chief.
Training components and learning elements	The intern will assist the SIB in the preparations and servicing of the 2017/2018 sessions of third Committee (October 2017), the Commission for Social Development and the ECOSOC Youth Forum (February 2018).
Participation in missions or training courses	No official missions are expected during the internship, as the work will be based at UN Headquarters in New York. If funds can be made available by the intern however, the successful candidate is welcome to participate in external training activities, in coordination with her/his supervisor.
Additional comments	

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 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
 PLACEMENT OFFER 2017/2018

Reference No.: UNDESA1, New York - Division for Social Policy and Development

Required Qualifications

Academic qualification (student, B.A., M.A.)	Intern MUST be enrolled in graduate programme for the duration of the internship, or have graduated no more than 6 months prior to the starting date of the internship
Subjects	International affairs, political studies, development, economics, sociology.
Language Skills	Proficiency in English is required. Good knowledge a second official UN language, especially French, highly desirable.
Computer literacy	Proficiency in Word, Excel and Internet programmes. Intern could be required to assist in basic updates of the NGO Branch website and make use of its administrative online database. Familiarity with database management and social media is a plus.
Internship-related experiences	Personal interaction with colleagues of the Social Integration Branch, as well as member States delegates and civil society representatives will be a regular feature of the internship programme. The intern should therefore have excellent communication and client orientation competencies, as outlined below.
Additional skills/requirements	The intern is expected to have demonstrated keen interest in the work of the United Nations and personal commitment to the ideals of the United Nations Charter. The following United Nations competencies apply, as follows: Communication: Good written and oral language skills, and the ability to draft clearly and concisely. Teamwork: Good interpersonal skills, and ability to work collaboratively with colleagues from different national and cultural backgrounds to achieve organizational goals. Client orientation: Considers all those whom services are provided to be clients and seeks to see things from the clients' point of view.

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 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
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Reference No.: UNDESA2, New York - Global Economic Monitoring Unit

Name of host organisation	United Nations Secretariat, Department of Economic and Social Affairs, Development Policy Analysis Division, Global Economic Monitoring Unit
Internship Coordinator	Ingo Pitterle, Economic Affairs Officer, Global Economic Monitoring Unit
Address	Development Policy and Analysis Division U.N. Dept. of Economic and Social Affairs 405 East 42 St. United Nations, New York, N.Y. 10017
Homepage	http://www.un.org/en/development/desa/policy/index.shtml

Placement Offer

Dates/duration	01.09.2017 - 28.02.2018, 6 months
Supervisor	Ingo Pitterle
Detailed description of the internship project(s); tasks assigned	<p>The intern would provide support to the Global Economic Monitoring Unit (GEM), which identifies and analyzes major global and regional macroeconomic trends and issues. The intern is expected to contribute to the following tasks:</p> <ul style="list-style-type: none"> • Carry out background research on selected macroeconomic issues in the context of the Sustainable Development Goals (SDGs). • Summarize macroeconomic and development research papers; • Conduct empirical analyses of research topics, using statistical and econometric tools; • Prepare recommendations in the area of macroeconomic policy to support progress towards the SDGs • Draft inputs to the unit's major publications, including the World Economic Situation and Prospects (WESP); • Prepare background notes and talking points for UN senior officials; • Prepare presentations for GEM/DPAD colleagues and other UN officials; • Provide administrative support to various types of events such as seminars, conferences, expert group meetings, etc. •
Training components and learning elements	<ul style="list-style-type: none"> • Will improve skills in conducting applied empirical research in the area of international macroeconomics; • Will learn about major global economic issues from UN perspective; • Will strengthen analytical and drafting skills; • Will acquire work experience in an international, multi-cultural environment; • Will develop an understanding of the UN system;
Participation in missions or training courses	<ul style="list-style-type: none"> • Possibility to participate in DESA seminars, conferences and expert-group meetings;
Additional comments	<ul style="list-style-type: none"> • Depending on skills and interest, there is the opportunity to undertake a joined research activity in the field of international economics

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 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
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Reference No.: UNDESA2, New York - Global Economic Monitoring Unit

Required Qualifications

Academic qualification (student, B.A., M.A.)	The intern must have at least a Bachelor degree and be enrolled in a graduate/post-graduate degree. Intern MUST be enrolled in graduate programme for the duration of the internship!
Subjects	<ul style="list-style-type: none"> • Economics, Macroeconomics, International Economics, Development Economics; Econometrics
Language Skills	<ul style="list-style-type: none"> • Proficiency in English
Computer literacy	<ul style="list-style-type: none"> • Proficiency in computer applications, including internet, word processing, PowerPoint, statistical and spreadsheet packages; • Experience in empirical research using relevant software (such as STATA or EViews) is an advantage;
Internship-related experiences	<ul style="list-style-type: none"> • Previous experience in a national or international policymaking or research institution is an advantage
Additional skills/requirements	<ul style="list-style-type: none"> • Strong analytical and research skills in the field of international macroeconomics; • Sound understanding of econometric concepts and their applications; • Good understanding of major global economic trends and policy issues; • Strong drafting skills, including ability to tailor style to the target audience; • Ability to work in a multi-cultural team as well as independently.

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Reference No.: UNDFS1, New York - Digital Communication and Knowledge Management

Name of host organisation	United Nations Office of the Under-Secretary-General Department of Field Support
Internship Coordinator	Mr. Kersten Jauer
Address	United Nations Department of Field Support 760 UN Plaza New York, 10017, NY
Homepage	www.un.org/en/peacekeeping/about/dfs

Placement Offer

Dates/duration	01.09.2017 - 28.02.2018, 6 months
Supervisor	Barbara Nieuwenhuys Office of the Under-Secretary-General Department of Field Support United Nations, New York
Detailed description of the internship project(s); tasks assigned	<p>The Department of Field Support (DFS) is a service provider for international peace operations, including UN peacekeeping, political missions and other field operations. The Department's mission is to help such peace operations succeed with support solutions that are rapid, effective, efficient and responsible. DFS works with UN and non-UN partners to help plan, mobilize and sustain operations in some of the world's most complex environments. Core field support services range from budget, finance, human resources and technology, to supply-chain-, facility- and asset-management. In 2016/17 supports 36 UN and non-UN peace operations in 30 countries, with over 168,000 authorized personnel and a budget of about \$8.5 billion. Globally, 14,500 staff work in UN field support to help create the conditions for lasting peace and stability.</p> <p>In the Office of the Undersecretary-General, the Strategic Support Team helps guide overall strategy, performance management, analytics, communication and programme coordination. Over the course of the assignment, the intern will work with the team on:</p> <ul style="list-style-type: none"> - Extending and improving DFS digital communication platforms and websites - Implementing communication campaigns aimed at improving service delivery - Developing infographics and visuals to help tell compelling stories - Supporting the development of key corporate messages and speeches - Operating corporate social media accounts - Developing and maintaining corporate presentations, briefs and fact sheets - Collaborating with colleagues on editorial and design tasks
Training components and learning elements	<p>Our intern will gain insights, knowledge and expertise to help him/her:</p> <ul style="list-style-type: none"> - Understand the operational management of UN peacekeeping and political missions - Develop communication campaigns, platforms and products for senior leaders

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 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
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Reference No.: UNDFS1, New York - Digital Communication and Knowledge Management

	<ul style="list-style-type: none"> - Support change management in an international organisation - Present, draft, coordinate and network for results in an international organisation
Participation in missions or training courses	Our intern will have the opportunity to attend all regular UN trainings, workshops and seminars. Mission travel, while not usual or frequent, may take place.
Additional comments	None.

Required Qualifications

Academic qualification (student, B.A., M.A.)	Graduate degree (Master's or equivalent) in the areas of communication, public relations, media studies, journalism, information design, web development, strategic design and management or related field. Interns must be enrolled in a graduate programme for the duration of the internship or have completed the degree no longer than 6 months before the start of the internship.
Subjects	Communication, Information design, Public relations, Media studies, Journalism, Data visualisation, Strategic design and management, Web development, Design
Language Skills	Fluency in one of the working languages of the UN Secretariat. For this duty station, English (both oral and written) is required; knowledge of French is desirable. Knowledge of another UN official language is an advantage.
Computer literacy	Knowledge of presentation and story tools (Microsoft PowerPoint, Prezi, Adobe InDesign, Adobe Illustrator); Knowledge of web development tools and techniques (Adobe Dreamweaver, Drupal, HTML, CSS); Proficiency in the use of social media, analytics and engagement platforms (Twitter, Facebook, TweetDeck, Pigeonhole, Google Analytics).
Internship-related experiences	Some experience / knowledge related to international politics, international security and UN peacekeeping / political missions is an advantage but not required. More important are demonstrated abilities in communications, design, knowledge and change management. Private sector experience is an advantage.
Additional skills/requirements	None

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 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
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Reference No.: UNDFS2, New York - Strategy, Performance and Analytics Support

Name of host organisation	United Nations Office of the Under-Secretary-General Department of Field Support
Internship Coordinator	Mr. Kersten Jauer
Address	United Nations Department of Field Support 760 UN Plaza New York, 10017, NY
Homepage	www.un.org/en/peacekeeping/about/dfs

Placement Offer

Dates/duration	01.09.2017 - 28.02.2018, 6 months
Supervisor	Elizabeth Rolando Office of the Under-Secretary-General, Department of Field Support United Nations, New York
Detailed description of the internship project(s); tasks assigned	<p>The Department of Field Support (DFS) is a service provider for international peace operations, including UN peacekeeping, political missions and other field operations. The Department's mission is to help such peace operations succeed with support solutions that are rapid, effective, efficient and responsible. DFS works with UN and non-UN partners to help plan, mobilize and sustain operations in some of the world's most complex environments. Core field support services range from budget, finance, human resources and technology, to supply-chain-, facility- and asset-management. In 2016/17 supports 36 UN and non-UN peace operations in 30 countries, with over 168,000 authorized personnel and a budget of about \$8.5 billion. Globally, 14,500 staff work in UN field support to help create the conditions for lasting peace and stability.</p> <p>In the Office of the Undersecretary-General, the Strategic Support Team helps guide overall strategy, performance management, analytics, communication and programme coordination. Over the course of the assignment, the intern will work with the team on:</p> <ul style="list-style-type: none"> - Analysing performance of the global operations portfolio against key indicators - Preparing analytical, policy, mission and strategy reviews for senior management - Preparing performance review meetings with field support leadership - Developing business intelligence products for senior management - Supporting other analytics teams with data, data models, training and advice - Preparing analytical insights, policy messages, operational profiles and snapshots - Drafting policy papers and talking points for senior management
Training components and learning elements	<p>Our intern will gain insights, knowledge and expertise to help him/her:</p> <ul style="list-style-type: none"> - Understand the operational management of UN peacekeeping and political missions - Develop analytical products for senior management

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 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
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Reference No.: UNDFS2, New York - Strategy, Performance and Analytics Support

	<ul style="list-style-type: none"> - Prepare decision-making models, cost-benefit analyses and operational dashboards - Present, draft, coordinate and network for results in an international organisation
Participation in missions or training courses	Our intern will have the opportunity to attend all regular UN trainings, workshops and seminars. Mission travel, while not usual or frequent, may take place.
Additional comments	None.

Required Qualifications

Academic qualification (student, B.A., M.A.)	Graduate degree (Master's or equivalent) in the areas of management, business administration, public administration, economics, international relations or related field. Interns must be enrolled in a graduate programme for the duration of the internship or have completed the degree no longer than 6 months before the start of the internship.
Subjects	Business administration; Public administration; Management; Public policy; Statistics; Organizational behaviour; Quantitative analysis; Qualitative analysis; Business intelligence; Information design; Strategy and policy; Big data.
Language Skills	Fluency in one of the working languages of the UN Secretariat. For this duty station, English (both oral and written) is required; knowledge of French is desirable. Knowledge of another UN official language is an advantage.
Computer literacy	Knowledge of management and analysis of large data sets (e.g. Microsoft SQL, SSAS, SSIS, Excel, PowerPivot, PowerQuery, DAX, MDX); Knowledge of visualizing data and analyses (e.g. Microsoft PowerView, SAP Business Objects, Tableau, Qlik Sense); Knowledge of presentation and story tools (Microsoft PowerPoint, Adobe InDesign, Illustrator); Knowledge of online platforms and techniques (Microsoft SharePoint, Drupal, HTML, CSS) an advantage;
Internship-related experiences	Some experience / knowledge related to international politics, international security and UN peacekeeping / political missions is an advantage but not required. More important is demonstrated ability to manage, visualize, analyse and present data for operational and strategic management. Experience in management consulting is an advantage.
Additional skills/requirements	None

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Reference No.: UNDOCO1, New York - Human Rights

Name of host organisation	United Nations Development Operations Coordination Office
Internship Coordinator	Javier Barrentes
Address	One United Nations Plaza DC 1 New York New York, 10017
Homepage	www.undg.org

Placement Offer

Dates/duration	01.09.2017 - 28.02.2018, 6 months
Supervisor	Karin Lucke, Human Rights Team Leader and Policy Adviser, Human Rights
Detailed description of the internship project(s); tasks assigned	<p>The main area of focus for the internship is to support the work of the UNDG Human Rights Working Group in three key areas:</p> <ol style="list-style-type: none"> 1) Support on integrating human rights in SDG implementation 2) Strengthening engagement of Resident Coordinators and UN country teams (UNCTs) with UN human rights mechanisms 3) Knowledge management <p>Specifically the intern will:</p> <ul style="list-style-type: none"> • Liaise with lead agencies in organizing and following up on the Human Rights Frontier Dialogues on key human rights issues such as civil society space, business and human rights, preventing violent extremism, statelessness, etc.. • Provide on hand support to the Dialogues, including research and analysis for background papers, logistical support, and the drafting of minutes • Support follow up to the Dialogues, including dissemination of key messages and commitments through the use of the UN Development Group website and development of new knowledge products as required • Liaise with country team colleagues, particularly Human Rights Advisers and human rights theme groups on the practical integration of human rights in the work of UNCTs and SDG implementation • Support knowledge management efforts and assist in the documentation of good practices on integrating human rights in SDG implementation • Support the work on human rights leadership development • Liaise with UNCTs in strengthening their engagement with the Human Rights mechanisms • Other tasks as requested by the Policy Adviser.
Training components and learning elements	<ul style="list-style-type: none"> • The focus of the internship will be to support the work of the UNDG in integrating human rights in development and support Resident Coordinators and UN country teams in human rights. The learning will be exposure to the broad range of activities of the UN in the area of human rights and development. It will provide exposure also to the range of mandates,

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 PLACEMENT OFFER 2017/2018

Reference No.: UNDOCO1, New York - Human Rights

	<p>strategies and activities of UN agencies as well as OHCHR in the area of human rights.</p> <ul style="list-style-type: none"> • During the General Assembly, the intern will be able to participate in a range of events organized in the context of the 3rd Committee, and provide direct exposure to the work of the UN human rights mechanisms, particularly Special Rapporteurs of the Human Rights Council
Participation in missions or training courses	<ul style="list-style-type: none"> • While travel is not envisioned, there would be opportunities to participate in training events in NY, both with regard to the human rights in development as well as on specific human rights thematic areas
Additional comments	

Required Qualifications

Academic qualification (student, B.A., M.A.)	
Subjects	Human Rights, international relations, political science, law or related field
Language Skills	Strong writing and speaking abilities in English.
Computer literacy	Excel, word
Internship-related experiences	<ul style="list-style-type: none"> • An acquired understanding of the application of human rights norms and principles to development programming • Exposure to, the different mandates of UN agencies funds, and programmes; • Demonstrated experience, part or full-time, paid or volunteer, in human rights, development programming, or related fields of social development, development, research, and policy development.
Additional skills/requirements	<ul style="list-style-type: none"> • A self-starter able to propose solutions and explore opportunities • Very strong team skills including emotional intelligence and sense of humor

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 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
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Reference No.: UNDOCO2, New York - Country and Regional Support Team

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Name of host organisation	United Nations Development Operations Coordination Office
Internship Coordinator	Javier Barrantes
Address	One United Nations Plaza DC 1 New York New York, 10017
Homepage	www.undg.org

Placement Offer

Dates/duration	01.09.2017 - 28.02.2018, 6 months
Supervisor	Bradley Foerster, Team Leader, Country and Regional Support Team
Detailed description of the internship project(s); tasks assigned	<p>The intern would support the work of the Country and Regional Support Team in three key areas:</p> <p>Global, Country and Regional Support</p> <ul style="list-style-type: none"> · Work with DOCO's Regional Advisors in their efforts to provide UN Resident Coordinators with timely demand-based support to link global guidance with country team needs; · Support the Team's crisis and post-crisis country work, including attending as an observer in selected DPKO and DPA-led country-specific Integrated Task Force meetings, as well as selected country specific meetings convened by OCHA and UNDP; · Support DOCO's role as Secretariat for the UN Working Group on Transitions; <p>Research / Content Development</p> <ul style="list-style-type: none"> · Conduct in-depth research and analysis as required on UN coherence and Delivering as One (DaO), analysing the efficacy of Standard Operating Procedures (SOP) and related products and services; · Collate data (using DOCO's Information Management System and other data bases), lessons learnt and good practices on where and how the UN works best together, to improve its collective impact; - Support the roll-out to UN Country Teams of the new UN Development Assistance Framework (UNDAF) Guidance; · Contribute to the promotion of the 'cross UN Charter' integration efforts by synthesizing UNCT efforts in select thematic areas, and analysing UNCT efforts in crisis and post-crisis countries in addressing the humanitarian-development-peacebuilding nexus; and - Analyse what supplemental guidance could be developed to further promote coherence across the humanitarian-development-peacebuilding nexus. <p>Knowledge Management</p> <ul style="list-style-type: none"> · Support the planning of knowledge management activities as per the Team's work plan, and build relations in support of knowledge sharing and

CARLO SCHMID PROGRAMME
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Reference No.: UNDOC02, New York - Country and Regional Support Team

	<p>management;</p> <ul style="list-style-type: none"> · Support the Country and Regional Support Team in ensuring quality content on the intranet, extranet and public website; · Assist with conducting interviews and surveys to gather information for case evidence and performance metrics to assess the impact of UNDOC0 support to UN Country Teams; · Assist the Country and Regional Support Team with preparing training and outreach material for global, regional and country teams as needed.
Training components and learning elements	<p>The focus of the internship will be to support Resident Coordinators and UN Country Teams with high quality tools and guidance. The learning will be primarily hands on, but with broad exposure to different parts of the UN development system working on country support.</p> <p>In addition to exposure to the UN development system, the intern would also have broad exposure to the UN Secretariat departments and offices, in particular DPA, DPKO, PBSO and OCHA, which support UN Country Teams in integrated mission settings.</p>
Participation in missions or training courses	While travel is not envisioned, there would be opportunities to participate in training and special events in New York, and to engage with UN HQ teams, as well as Resident Coordinators and UN Country Team members when they visit Headquarters.
Additional comments	

Required Qualifications

Academic qualification (student, B.A., M.A.)	Intern MUST be enrolled in graduate programme for the duration of the internship!
Subjects	International Development, Public administration, Research
Language Skills	Most work will be in English. French and/or Spanish would be a plus given that some UN documentation is only available in these languages.
Computer literacy	Excel, Word, data visualization software
Internship-related experiences	<p>The ideal intern would have experience or training in:</p> <ul style="list-style-type: none"> • international development including economic, social and environmental agendas as applied to developing countries • a multi-disciplinary background with exposure to at least one of the following: economics, political science, poverty reduction, environmental protection, social inclusion, education and/or health • research and data analysis skills
Additional skills/requirements	<ul style="list-style-type: none"> • A self-starter able to propose solutions and explore opportunities • Very strong team skills including emotional intelligence and sense of humor • Good English writing skills

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FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
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Reference No.: UNDOC03, New York - Policy Specialist, System Wide Programming

Name of host organisation	Development Operations Coordination Office (DOCO)
Internship Coordinator	Gerald Daly
Address	One UN Plaza DC 1 Building New York, NY, 10017
Homepage	www.undg.org

Placement Offer

Dates/duration	01.09.2017 - 28.02.2018, 6 months
Supervisor	Patience Alidri, Policy Specialist - System Wide Programming (SWP)
Detailed description of the internship project(s); tasks assigned	<p>Job Purpose: Contribute to United Nations Development Group (UNDG) Programme Working Group (PWG) efforts to ensure quality UN system-wide programming under the overall guidance of the Policy Specialist, System Wide Programming</p> <p>Specific Job Tasks:</p> <ol style="list-style-type: none"> 1. Assist the Policy Specialist SWP to review the compliance of the United Nations Sustainable Development Frameworks formulated in 2017 to the new UNSDG guidance released early 2017 and to make policy recommendations. 2. Assist the Policy Specialist SWP to develop, review, maintain and report on, the database of top-notch evaluators of the United Nations Sustainable Development Frameworks 3. Assist the Policy Specialist SWP to provide secretariat support to the United Nations Development Group Programme Working Group and Task Teams working on various policy documents. 4. Participate in organising training of UN programme countries in the new guidance for preparing United Nations Sustainable Development Frameworks as and when required.
Training components and learning elements	<p>Through this process, the intern will learn the following:</p> <ul style="list-style-type: none"> • UNDG policy and tools for system wide programming • The UNDG process of developing and achieving consensus on system wide programming issues.
Participation in missions or training courses	The intern may be required to participate in DOCO led trainings and workshops organised for countries within and outside the United States.
Additional comments	The intern may also be requested to participate in broader Programme and Business Operations Team processes or assignments as and when needed.

CARLO SCHMID PROGRAMME
 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
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Reference No.: UNDOC03, New York - Policy Specialist, System Wide Programming

Required Qualifications

Academic qualification (student, B.A., M.A.)	Masters' Degree
Subjects	International relationship/ Development Studies/Organisational Development/Political Sciences/Public Administration & Policy/Social Sciences,
Language Skills	English
Computer literacy	Internet, Word, Excel, Power-point plus any data analysis software
Internship-related experiences	The following internship experiences will particularly be relevant: <ol style="list-style-type: none"> 1. Policy research and drafting. 2. Provision of secretariat support e.g. organising meetings/workshops/trainings for various stakeholders, preparing minutes and reports. 3. Maintenance of data bases and or rosters for consultants or service providers.
Additional skills/requirements	<ul style="list-style-type: none"> • Excellent English writing skills • Qualitative and quantitative research skills. • Able to design innovative power point presentations.

CARLO SCHMID PROGRAMME
FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
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Reference No.: UNDP1, Brasilia - International Policy Centre for Inclusive Growth

Name of host organisation	International Policy Centre for Inclusive Growth (IPC-IG) / United Nations Development Programme (UNDP)
Internship Coordinator	Rafael Guerreiro Osório Internship Coordinator/Senior Research Coordinator
Address	SBS Quadra 1, Bloco J, Ed. BNDES, Brasília – Brazil CEP 70076-900
Homepage	http://www.ipc-undp.org/

Placement Offer

Dates/duration	01.09.2017 - 28.02.2018, 6 months
Supervisor	Research Coordinators (PhD Senior Researchers): Fabio Veras Soares, Diana Sawyer or Rafael Osório.
Detailed description of the internship project(s); tasks assigned	<p>IPC-IG offers two areas for the internship: 1) Research Assistance within the Social Protection Team and 2) Knowledge Management and Project Assistance within the South-South Learning Team.</p> <p>Interns are expected to:</p> <ul style="list-style-type: none"> • Contribute to IPC-IG's work on policy research and network with partners and institutions; • Attend events and support IPC-IG team with the organisation of study tours, workshops and seminars; <p>1) Research Assistance:</p> <ul style="list-style-type: none"> • Assist the researchers on social protection and cash transfer programme evaluation in developing countries; • Gather data and information on social policy design and implementation: Conditional Cash Transfers, Inclusive Markets, Food Security, Rural and Sustainable Development. • Support Research Team with quantitative and qualitative analysis of selected country programmes and policies; • Contribute to IPC-IG's publications as co-author, co-editor or proof-reader of essays; <p>2) Knowledge Management:</p> <ul style="list-style-type: none"> • Support activities aimed on Knowledge Sharing & South-South Learning (public relations, user engagement and partnership building). • Populate and maintain diverse databases on Social Protection: documents, stakeholders, programmes, news and events; • Organize and moderate online discussion groups on Social Protection topics and cross-cutting areas; • Assist in the Social Media Strategy to promote social protection policies and programmes.
Training components and learning elements	<p>UN/UNDP rules & regulation experience</p> <p>Enhanced knowledge on innovative social programmes in developing countries;</p> <p>Deep insight into South-South and Triangular Cooperation (SSC & TC) as supported by UNDP;</p> <p>Guided experience on how to produce technical and conceptual papers;</p> <p>Opportunities to establish and maintain effective partnerships;</p> <p>Strengthened ability to support and build knowledge products; and</p> <p>Development of analytical and writing skills;</p> <p>Generation of mature and independent judgment and initiative.</p>
Participation in missions or training courses	<p>Attend missions in Brazil on South-South Learning around poverty reduction initiatives;</p> <p>Attend missions abroad if required;</p>

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Reference No.: UNDP1, Brasilia - International Policy Centre for Inclusive Growth

	UNDSS Basic Security in the Field Course and Advanced (if required); Attend UNDP trainings in accordance with the working area.
Additional comments	The intern is expected to attend events in the context of IPC-IG activities: IPC-IG seminars Online Policy Discussions promoted or supported by IPC-IG IPEA's Seminars (IPEA – Institute of Applied Economic Research) Brazilian Government events on Social Protection and Public Policies World Without Poverty events UN Events in Brazil

Required Qualifications

Academic qualification (student, B.A., M.A.)	Bachelors, Masters and Doctorate.
Subjects	Development studies, Economics, Political Science, Public Policy, International Relations, Population Studies, Demography, Sociology, Communications and Media
Language Skills	English is required, knowledge of other UN Language is considered an asset
Computer literacy	<ol style="list-style-type: none"> 1) Research Assistance: MS Office applications and similar; Proficiency in Stata, SPS or other statistical software is desirable. 2) Knowledge Management: MS Office applications and similar; Social media management, Content Management Systems (CMS) such as Drupal and Word Press is desirable.
Internship-related experiences	<p>Good understanding and/or experience in social protection or cash transfer programmes evaluation in developing countries; Experience with quantitative and qualitative analysis of public policies (for area 1); Experience with key research and policy related partners and institutions; Organization and attendance of policy discussion forums, study tours, workshops and seminars; Experience in knowledge sharing and capacity building strategies.</p>
Additional skills/requirements	<p>Requirements and desired skills for academics:</p> <ul style="list-style-type: none"> • Master or Doctorate Programs in Economics, Development Studies, Public Policy, International Relations, Social Sciences, Population Studies, Communications, or related field. • Knowledge of international models of social protection; • Ability to write and present reports in English; <p>Research Assistance:</p> <ul style="list-style-type: none"> • Familiarity or experience with quantitative, econometric analysis; • Proficiency in any relevant statistical and econometric processing software is considered an asset; and <p>Competencies:</p> <ul style="list-style-type: none"> - Teamwork: Good interpersonal skills; ability to work in a multi-cultural and multi-ethnic environment with full respect for diversity. Displays cultural, gender, religion, race, nationality and age sensibility and adaptability. Demonstrated ability to develop and maintain effective work relationships with other UN Programmes, Funds and Agencies; - Professionalism: Ability to manage processes, save accurate records, interpret/analyze a wide variety of data, and identify/resolve data discrepancies and activity problems. - Commitment to continuous learning: Initiative and willingness to keep abreast of new trends in international development. <p>* All interns are invited to present their own work or research topics.</p>

CARLO SCHMID PROGRAMME
 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
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Reference No.: UNDP2, New York - Quality Assurance and Policy Unit

Name of host organisation	Office of Audit and Investigations/Quality Assurance and Policy Unit
Internship Coordinator	Thi Nguyet Nga Do Operations Manager UNDP/OAI
Address	One United Nations Plaza, DC1-424 New York, NY 10017
Homepage	www.undp.org

Placement Offer

Dates/duration	01.09.2017 - 30.04.2018, 8 months
Supervisor	Peter Bokel, Chief, OAI/QAPU
Detailed description of the internship project(s); tasks assigned	<p>The intern is requested to participate in the optimization of the following processes:</p> <p>The Quality Assurance and Policy Unit (QA&PU) of the UNDP among its other responsibilities, is mandated to ensure the quality assurance of business processes and products of the Internal Audit Division of the Office of Audit and Investigations (OAI) of UNDP. As such, it constantly reassesses the efficiency and effectiveness of its internal processes. For 2017, some extra activities planned require additional support in the optimization of a number of processes.</p> <ul style="list-style-type: none"> • <u>External Quality Assurance Review (planned for September 2017):</u> <p>Assist QAPU in the design and monitoring of the repository kept for the documentation considered necessary for the smooth completion of the external quality assurance review of OAI.</p> <p>Identify areas for improvement in the repository after the external quality assurance has been completed for the overall Quality improvement.</p> <ul style="list-style-type: none"> • <u>DIM audit planning for year 2018 (process to start in 2017):</u> <p>Assist the Chief QAPU in the optimization of the execution of the Outsourced audit activities, this will enable the audit units to have a more efficient and effective communication with the audit firms before, during and after the work done.</p>
Training components and learning elements	The intern can participate in any on-site audit training arranged for OAI staff. Further, as part of working with OAI, on-the-job training will be provided at all stages of the tasks assigned. This is a very effective and practical way of obtaining an insight and deeper understanding of the audit function in a large international organization.
Participation in missions or training courses	Training about UNDP; ethics and values and security issues.

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 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
 PLACEMENT OFFER 2017/2018

Reference No.: UNDP2, New York - Quality Assurance and Policy Unit

Required Qualifications

Academic qualification (student, B.A., M.A.)	Applicants to the UNDP internship programme must at the time of application meet one of the following requirements: (a) Be enrolled in a graduate school programme (second university degree or equivalent, or higher); (b) Be enrolled in the final academic year of a first university degree programme (minimum Bachelor's level or equivalent); (c) Have graduated with a university degree (as defined in (a) and (b) above) and, if selected, must start the internship within one-year of graduation.
Subjects	Audit, Finance, Accounting, Business Administration, Public Administration, Law
Language Skills	Fluency in English is essential. Knowledge of another UN official language is an advantage.
Computer literacy	Mastery of standard office applications including Word, Excel and PowerPoint.
Internship-related experiences	Prior work experience in the field of accounting or auditing would be useful, but is not necessary. Knowledge of or familiarity with any international organizations would be useful but is not a pre-requisite.
Additional skills/requirements	Effective communicator who can listen attentively and write clearly. Team player. Inquisitive by nature. Attention to detail. Ability to analyze information quickly and make sound and accurate judgements.

CARLO SCHMID PROGRAMME
 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
 PLACEMENT OFFER 2017/2018

Reference No.: UNDP3, New York - UN Women Audit Unit

Name of host organisation	Office of Audit and Investigation/UN Women Audit Unit
Internship Coordinator	Thi Nguyet Nga Do Operations Manager UNDP/OAI
Address	One United Nations Plaza, DC1-424 New York, NY 10017
Homepage	www.undp.org

Placement Offer

Dates/duration	01.09.2017 – 31.03.2018, 7 months
Supervisor	Deborah Cozier-Bertrand, Chief, OAI/UNWAU
Detailed description of the internship project(s); tasks assigned	<p>The intern is requested to participate in the annual exercise for audit assignments being implemented by UN Women Audit Unit. Each audit assignment is broken into three parts; planning, field work and reporting. In general, the following stages are included:</p> <ul style="list-style-type: none"> • Audit Planning/preliminary survey: A basic audit strategy and audit procedures are developed including a preliminary assessment of risk. At this stage of the audit, the intern will assist in gathering audit evidence to formulate the audit plan. This sets the direction of the audit and provides guidance for the development of an audit programme, which includes the detailed procedures required to implement the audit strategy. • Audit Fieldwork: The intern will assist auditors in the detailed testing. Procedures used include: <ul style="list-style-type: none"> ○ Analytical review: Analysis of financial and other data to identify consistencies and predicted patterns of significant fluctuations and unexpected relations ○ Observation: Looking at the process being performed by others ○ Inspection: The examination of records, documents or assets. ○ Enquiry and confirmation: Seeking information from knowledgeable persons within the organisation, and confirming the response to an enquiry to corroborate information. Such a process requires the auditors to be inquisitive, speculative and observant. ○ Reviewing compliance: Often a significant part of the internal auditor's work, which includes the review of compliance to specific regulations and policies, and providing an insight to the impact that non-compliance has on the organisation. • Reporting: The intern will assist auditors in followings: <ul style="list-style-type: none"> ○ All audit findings and observations are documented in audit working papers, generally using automated tools ("electronic working papers"). ○ On the basis of the documented findings, a draft audit report is prepared for discussion with and comments by management. ○ The final audit report takes into account the comments provided by management and any corrective action taken since the audit field audit. It is addressed to senior management (Executive Director of UN Women). ○ The intern may contribute to documenting audit findings and drafting parts of the report.

CARLO SCHMID PROGRAMME
 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
 PLACEMENT OFFER 2017/2018

Reference No.: UNDP3, New York - UN Women Audit Unit

Training components and learning elements	The intern can participate in any on-site audit training arranged for OAI staff. Further, as part of working with OAI, on-the-job training will be provided at all stages of the tasks assigned. This is a very effective and practical way of obtaining an insight and deeper understanding of the audit function in a large international organization.
Participation in missions or training courses	Training about UN organization; ethics and values and security issues.
Additional comments	n/a

Required Qualifications

Academic qualification (student, B.A., M.A.)	Applicants to the UNDP internship programme must at the time of application meet one of the following requirements: (a) Be enrolled in a graduate school programme (second university degree or equivalent, or higher); (b) Be enrolled in the final academic year of a first university degree programme (minimum Bachelor's level or equivalent); (c) Have graduated with a university degree (as defined in (a) and (b) above) and, if selected, must start the internship within one-year of graduation.
Subjects	Audit, Finance, Accounting, Business Administration, Public Administration, Law
Language Skills	Fluency in English is essential. Knowledge of another UN official language is an advantage.
Computer literacy	Mastery of standard office applications including Word, Excel and PowerPoint.
Internship-related experiences	Prior work experience in the field of accounting or auditing would be useful, but is not necessary. Knowledge of or familiarity with any international organizations would be useful but is not a pre-requisite.
Additional skills/requirements	Effective communicator who can listen attentively and write clearly. Team player. Inquisitive by nature. Attention to detail. Ability to analyze information quickly and make sound and accurate judgements.

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 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
 PLACEMENT OFFER 2017/2018

Reference No.: UNDP4, Lima - Country Programme Document

Name of host organisation	United Nations Development Programme (UNDP)
Internship Coordinator	Giovanna Pavis
Address	Av. Perez Aranibar 750, Magdalena del Mar, Lima, PERU
Homepage	http://www.pe.undp.org/

Placement Offer

Dates/duration	01.09.2017 – 28.02.2018, 6 months
Supervisor	Leonor Suarez (Programme Officer)
Detailed description of the internship project(s); tasks assigned	<p>Context: UNDP is leading the Outcome 3: Institutions and transparency in the recently approved Country Programme Document (CPD) for Peru. The aim of this objective is to ensure strong institutions, necessary to guarantee inclusive and sustainable development opportunities and equitable coverage of quality basic services, face challenges of efficiency, effectiveness, and transparency. In order to further the modernization of state institutions connected to OECD accession and achievement of the Sustainable Development Goals, it will be necessary to strengthen multilevel governance and multi-year financial planning, including the integration of a territorial approach in development planning.</p> <p>Under the guidance of the Programme Officer (PA), the intern will:</p> <ul style="list-style-type: none"> • Support the PA in the research and investigation of relevant information regarding the topic of Institutions and Transparency, and actions that should be taken to execute this outcome, aligned to the Sustainable Development Goals 1, 10, 16, 17. • Support the PA in structuring, drafting and document analysis of issues related to Democratic Governance and the topic of Institutions and Transparency are managed under the Country Programme Document (CPD). • Support the PA in the logistical organization of workshops, seminars and other activities to promote the topic of Institutions and Transparency, with authorities, civil society organizations and other stakeholders, required by the Government official. • Support the PA at inter-agency coordination with UNICEF and the United Nations Population Fund (UNFPA) to apply the mainstreaming, acceleration and policy support (MAPS) strategy for post-2015 implementation. This will encompass policy advice and technical assistance to the three levels of government, the Roundtable for Poverty Reduction, Congress, the private sector and CSOs for implementation and monitoring of progress on the Sustainable Development Goals, including support to INEI to improve disaggregation and differentiation of statistical data so that no one is left behind.

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Reference No.: UNDP4, Lima - Country Programme Document

Training components and learning elements	Interns will participate in all training sessions provided to UNDP personal during the time of his/her internship.
Participation in missions or training courses	If necessary, participation in missions and training courses, will be covered by UNDP.
Additional comments	

Required Qualifications

Academic qualification (student, B.A., M.A.)	Graduate student, Master Degree and above (enrolled in the M.A. program), we can also receive students who have just completed their M.A, Intern MUST be enrolled in graduate programme for the duration of the internship!
Subjects	Democratic Governance International Relationships
Language Skills	English Spanish
Computer literacy	MS. Office Spreadsheet software: Microsoft Excel Word processing software Power Point and other tools for presentations.
Internship-related experiences	Desirable experience working with international organisations. Volunteer activities will be positively valued.
Additional skills/requirements	

CARLO SCHMID PROGRAMME
FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
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Reference No.: UNDP5, Lima - Resident Coordinator Office

Name of host organisation	Resident Coordinator Office – UN System Peru
Internship Coordinator	Jemila Kehinde
Address	UN House Avenida Perez Aranibar 750, Magdalena del Mar Lima – Perú
Homepage	http://onu.org.pe

Placement Offer

Dates/duration	01.09.2017 - 31.05.2018, 9 months
Supervisor	Lizbeth Velez, Human Rights Advisor, Resident Coordinator Office
Detailed description of the internship project(s); tasks assigned	<p><u>Background:</u> The Resident Coordinator (RC) system encompasses all organizations of the United Nations system dealing with operational activities for development, regardless of their formal presence in the country. The RC system aims to bring together the different UN agencies to improve the efficiency and effectiveness of operational activities at the country level. Resident Coordinators lead UN country teams in more than 130 countries and are the designated representatives of the Secretary-General for development operations. Working closely with national governments, Resident Coordinators and country teams advocate the interests and mandates of the UN system while drawing on the support and guidance of the entire UN family. Coordinating development operations promotes more strategic support for national plans and priorities, makes operations more efficient and reduces transaction costs for governments. This helps the UN to be a more relevant and reliable partner for governments.</p> <p>The UNDAF (United Nations Development Assistance Framework) is the strategic framework that encompasses the overall shared results of the UN development system in a country. It articulates the issues around which a UN country team develops and supports its joined-up contribution, and details how a UNCT will work together in a coherent manner to achieve results according to national priorities. The UNDAF that will be implemented in the cycle 2017 -2021 has 4 direct outcomes that will contribute to the national development priorities and the implementation of the 2030 Agenda.</p> <p><u>Description of Assignment:</u> The intern will contribute to the work of the UNDAF Result Group that is leading the implementation of outcome 4: “By 2021 all people, especially those living in vulnerable situations, poverty and discrimination improve the exercise of liberty, rights and citizen participation in an environment of peace and rule of law.” The outcome 4 results group will address national priorities concerning efficient public management and strengthen confidence in national institutions.</p> <p>The intern will contribute to the following tasks:</p> <ul style="list-style-type: none"> - Assist the lead agency of the result group in organization and follow-up of results group meetings, - Contribute to the development of advocacy messages for the UNCT, and development of communications materials - Drafting of meeting documents, minutes and reports - Liaising with UN agencies and external partners from government, civil society and other relevant stakeholders

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 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
 PLACEMENT OFFER 2017/2018

Reference No.: UNDP5, Lima - Resident Coordinator Office

	<ul style="list-style-type: none"> - Support the monitoring of progress and reporting of results defined within the Joint Work Plan - Assist the preparation of the annual report of joint UN results
Training components and learning elements	The intern will get detailed insight into the work of the Resident Coordination Office, the UN Country Team (UNCT) and liaise with government counterparts. He/she will have the possibility to assist in meetings and events organized by the UN and other stakeholders.
Participation in missions or training courses	
Additional comments	

Required Qualifications

Academic qualification (student, B.A., M.A.)	Minimum a Bachelor's degree.
Subjects	Development related studies such as social sciences, political science, public international relations or related fields.
Language Skills	Very good written and spoken knowledge of English and Spanish.
Computer literacy	MSOffice (Word, Excel, PowerPoint, Outlook)
Internship-related experiences	No specific requirements. Experience from a public administration, EU or international institution, is a plus.
Additional skills/requirements	<ul style="list-style-type: none"> • Very good analytical and drafting skills • Good organizational and multi-tasking skills • Ability to work under pressure and meet sharp deadlines • Excellent interpersonal and team working skills and the professional presence required to work with internal and external counterparts • Ability to operate sensitively in multi-cultural environments and build effective working relations with clients and colleagues • Knowledge of gender mainstreaming, Human rights and social inclusion related approaches an asset.

CARLO SCHMID PROGRAMME
 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
 PLACEMENT OFFER 2017/2018

Reference No.: UNDPI, New York - UN Social Media

Name of host organisation	United Nations
Internship Coordinator	Nancy Groves
Address	S-1038, 405 E 42 nd St New York, 10017 NY
Homepage	http://www.un.org

Placement Offer

Dates/duration	01.09.2017 - 28.02.2018, 6 months
Supervisor	Nancy Groves
Detailed description of the internship project(s); tasks assigned	<p>The Internship is within the United Nation's Department of Public Information (DPI); under general guidance of the Director of the Strategic Communications Division, the intern reports directly to the UN Social Media Team leader.</p> <p>As a member of the Social Media Team of the United Nations Department of Public Information the incoming intern will:</p> <ul style="list-style-type: none"> - Contribute to the team's effort in strengthening the United Nations' social media presence, including by drafting training materials and organizing individual and group training sessions for staff, senior officials and diplomats - Draft quality social media content for the different UN social media - Assist in ensuring coverage of priority issues and/or major events including coordinating efforts, monitoring and reporting on progress and analysing the outcome - Contribute to different UN communication campaigns - Support the production of regular reports on performance of the different UN social media accounts - Identify trends and issues and monitor developments and public opinion towards the UN in social networks
Training components and learning elements	The intern will be exposed to the day-to-day inner workings of a dynamic, fast-paced social media team, addressing issues of both local and global concern and significance. Intern will also take required UN system trainings on ethics, security and other topics. The intern will also be trained on relevant content management, design and analytical tools.
Participation in missions or training courses	
Additional comments	<p>The UN Department of Public Information leverages social media for the following purposes:</p> <ul style="list-style-type: none"> - To provide the general public with a better understanding of UN work and issues on the UN agenda - Promote UN priority messages and campaigns, featuring major UN news, report launches and information products. - Highlight the work of the Secretary-General and other officials. - Counter misinformation about the UN. - Engage with social media followers (answering questions, responding to comments, etc.).

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 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
 PLACEMENT OFFER 2017/2018

Reference No.: UNDPI, New York - UN Social Media

	<ul style="list-style-type: none"> - Highlight the best social media content from around the UN System to promote a holistic image of the UN. - Provide a behind-the-scenes look at the work of the UN. - Across all major platforms (Facebook, Flickr, Google+, Instagram, LinkedIn, Snapchat, Tumblr, Twitter, YouTube, Vine and Weibo), over 10 million people have signed up to receive UN updates.
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Required Qualifications

Academic qualification (student, B.A., M.A.)	<p>Applicants for this post must meet one of the following requirements:</p> <ul style="list-style-type: none"> - 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 programme (minimum Bachelor's level or equivalent); - Have graduated with a university degree (as defined above) and, if selected, must commence the internship within a one-year period of graduation.
Subjects	- Studies in the field of communication, journalism, international relations, public administration or related areas are an advantage.
Language Skills	English and French are the working languages of the United Nations Secretariat. For this post, fluency in English (both oral and written) is required. Knowledge of another UN official language is an advantage (Arabic, Chinese, English, French, Russian and Spanish are the official languages of the United Nations Secretariat).
Computer literacy	<ul style="list-style-type: none"> - Microsoft Office and Google documents. - Knowledge of Adobe Photoshop or a similar photo or image editing software is desirable. - Knowledge of WordPress, Drupal or similar blog tool or publishing platform is an advantage.
Internship-related experiences	Applicants are not required to have professional work experience for participation in the programme.
Additional skills/requirements	<ul style="list-style-type: none"> - Photography and/or video skills are an advantage - Proven interest in social media - Willingness to work non-standard work hours and weekends on limited occasions

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FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
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Reference No.: UNECE-FAO1, Genf - Forestry and Timber Section

Name of host organisation	United Nations Economic Commission for Europe / Food and Agriculture Organization of the United Nations Forestry and Timber Section
Internship Coordinator	Mr. Florian STEIERER
Address	8-12 Avenue de la Paix Palais des Nations, CH-1211 Geneva 10 Switzerland
Homepage	www.unece.org/forests

Placement Offer

Dates/duration	01.09.2017 – 31.03.2018, 7 months
Supervisor	Mr Roman Michalak, Acting Chief, UNECE/FAO Forestry and Timber Section
Detailed description of the internship project(s); tasks assigned	<p>Sustainable development and greener economies are among the main goals supported by the work of the United Nations. To achieve these goals, the bio-based industry is gaining more importance and is developing quickly. The forest industry contributes in many ways to this development by providing renewable resources such as timber, wood fibres, energy, food and chemical agents, etc.</p> <p>The joint UNECE/FAO Forestry and Timber Section, is providing a framework for leading the forest sector towards a global bio-based economy by proposing objectives, actions, and connecting with relevant stakeholders. There is a need to understand and analyse how wood is harvested from forests and then used, as well as how the market (i.e. demand and supply of wood fibres) is affected by the changes induced by the development of bio-based industries.</p> <p>One of the leading principles of the UNECE/FAO Forestry and Timber Section is <i>“sound analysis based on sound data will enable sound policy decisions”</i>. The Carlo Schmid fellow can make a significant contribution by supporting the UNECE/FAO on the following areas of its work:</p> <p>Forest Sector Outlook</p> <ul style="list-style-type: none"> • Provide support to the Team of Specialists on Forest Sector Outlook Studies in the UNECE region • Analyse the current trends and potential future developments in wood use for energy and products. <p>Wood Energy</p> <ul style="list-style-type: none"> • Collect, validate, analyse and publish data on wood used for energy generation (Joint Wood Energy Enquiry); • Improve cross-sectoral cooperation with other international organisations in the field of renewable energy data (i.e. IEA, Eurostat, etc.). <p>Sustainable Forest Management</p> <ul style="list-style-type: none"> • Contribute to the analysis, management and structure of the UNECE/FAO data on forest management, functions and services; • Support preparatory process for data collection on the pan-European indicators and the Global Forest Resources Assessment; • Measure progress made towards achieving Sustainable Development Goals (SDG). <p>Forest products</p> <ul style="list-style-type: none"> • Policy input of forest policies; • Assist migration of the database to a new dissemination system. <p>The UNECE/FAO Forestry and Timber Section hosts two meetings of its parent</p>

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	<p>bodies every year. The Committee on Forests and the Forest Industry is a high level intergovernmental meeting of member States usually taking place in October. The Working Party on Forest Statistics, Economics and Management focuses more on technical discussions of the policy-data interface and usually takes place at the end of March. The DAAD fellows often provide support in preparing these meetings. They can experience the practical interaction between countries and work of UNECE/FAO secretariat. They could learn how countries provide feedback on the work delivered by the secretariat and the tasks to be accomplished.</p> <p>While the UNCE/FAO Forestry and Timber Section encourages that DAAD fellows attend meetings and conferences at the duty station, participation to meetings held outside the duty station are subject to available resources.</p>
Training components and learning elements	<ul style="list-style-type: none"> • Candidates will develop a high level of individual responsibility and teamwork, they will receive the necessary support and guidance; • Exposure to international forestry, bioenergy, and climate change issues; • Develop knowledge of working procedures of international organizations; • Cooperation with other organizations such as the European Commission, FAO, etc.; • Collect, check, analyse data and management of significant amounts of data (Access, Excel)
Participation in missions or training courses	As is feasible and related to responsibilities. In the past DAAD fellows have participated in missions to cities in the UNECE region. Website training (typo3) may be possible.
Additional comments	<p>The Forestry and Timber Section implements the UNECE/FAO integrated programme of work (IPoW) on timber and forestry for the period 2013-2017. It covers many aspects of forestry, including policy, markets, climate change, resources, long-term outlooks and capacity building work. As of January 2018, the Forestry and Timber Section will start implementing a new IPoW. This new programme will be developed by member states in the course of 2017. It is not expected that the new IPoW will change dramatically from the existing one, but this may have an impact on the possible tasks indicated above.</p> <p>Geneva has a large and active intern community which organizes a number of events. Geneva also has a high concentration of international organizations, enabling interns to share information, and compare experiences and working practices.</p> <p>Previous CSP interns have been successful in using this experience for employment in international fields and two former incumbents are working in the team.</p>

Required Qualifications

Academic qualification (student, B.A., M.A.)	Should have a Diploma/Master but a Bachelor or Zwischenprüfung is also acceptable. It is not necessary to be currently enrolled in a university, although successful candidates must have been recently enrolled (within the past year).
Subjects	Economics, social sciences, biology, statistics, environmental sciences, forestry or another related field.
Language Skills	Good command of English. Ability to read, speak and/or write Russian and/or French would be an asset.
Computer literacy	Should be experienced in MS Office and data processing/dissemination, database management software and related (e.g. Access, SAS, or Visual Basic) would be a plus.
Internship-related experiences	None required, although ideally would be familiar with working in international environment.
Additional skills/requirements	Experience in organizing (international) meetings would be a plus.

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Reference No.: UNEP1, Genf - Economic Research Unit

Name of host organisation	United Nations Environment Programme (UNEP)
Internship Coordinator	Claudia Assmann, Programme Officer, Economic Research Unit, Economy Division, UNEP
Address	Economics and Trade Branch United Nations Environment Programme (UNEP) International Environment House Chemin des Anemones 11-13 1219 Geneva Switzerland
Homepage	http://web.unep.org/greeneconomy/

Placement Offer

Dates/duration	15.09.2017 - 14.03.2018, 6 months
Supervisor	Fulai Sheng, Senior Economic Affairs Officer, Economic Research Unit, Economy Division, UNEP
Detailed description of the internship project(s); tasks assigned	<p>The Carlo Schmid Fellow will support the Economic Research Unit of UNEP's Economics and Trade Branch. The position will be linked to the following streams of UNEP's Green Economy work:</p> <ul style="list-style-type: none"> - Designing the methodology of a Green Economy Policy Review and applying it in different pilot countries; - South-South Cooperation and knowledge exchange in Central Asia and Mongolia to enhance the transition to a low-carbon, resource-efficient economy and support the achievement of the Sustainable Development Goals (SDGs); - Supporting macro-economic policy analysis for a Green Economy in the areas of fiscal policy reform, green investments, and green industrial policy; - Measuring progress towards a Green Economy: developing and designing policy guidelines on green economy measurement frameworks, particularly in China. <p>More specifically, the position will entail the following tasks:</p> <ul style="list-style-type: none"> - Carry out background research, including data collection; - Assist with the overall implementation of research projects and preparation of reports; - Prepare concept notes, short briefings and speaking points in the above mentioned areas; - Prepare communication material and support outreach activities; - Assist with the organization of workshops and conferences. <p>The focus of the internship can be discussed and tailored to the Fellow's interests and development needs.</p>
Training components and learning elements	During the placement, the Fellow will have the opportunity to learn about and research on topics related to a Green Economy, such as policy review methodologies, enabling macro-economic conditions for a Green Economy and Green Economy indicators and

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	modelling, and understand how these themes are connected to the 2030 sustainable development agenda.
Participation in missions or training courses	<p>The Carlo Schmid Fellow will have access to a wide range of online trainings offered by UN agencies and the UN Office in Geneva. These include: Courses on Climate Change, Security in the Field, Ethics and Integrity, Information Security Awareness, and Gender, amongst others.</p> <p>Depending on the team schedule, the Fellow will also be able to participate in workshops and trainings organized by the research team on Green Economy.</p> <p>The Carlo Schmid Fellow will be able and is encouraged to attend international conferences and workshops in Geneva, organized by other UN agencies, for example meetings in Palais des Nations (Headquarters of UN Geneva Offices), the International Trade Center and WTO. The intern will be supported in developing his expertise and professional network in the area of Green Economy.</p>
Additional comments	Upon the Fellow's arrival in Switzerland, the UN Office will take the necessary steps to issue a work and residence permit for Switzerland.

Required Qualifications

Academic qualification (student, B.A., M.A.)	<p>Bachelor or Master's degree (preferred); up to one year can have elapsed after graduation when starting the placement.</p> <p>The candidate can start his/her internship up to one year after graduation; beyond that point, UNEP is not able to issue an internship contract</p>
Subjects	International environmental policies, Economics, International Relations, Political/Social Sciences or a related area
Language Skills	Excellent writing and communication skills in English are required. Working knowledge of other UN official languages (especially Russian) is desirable but not a condition.
Computer literacy	Proficiency in Microsoft Office applications
Internship-related experiences	Previous work experience in the area of green economy, climate change, or environmental policies would be a valuable asset.
Additional skills/requirements	The candidate should have strong analytical skills, and a sound knowledge of the nexus of environmental issues and the economy. Excellent research, communication and writing skills in English, as well as a high degree of motivation and self-organization are required.

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Reference No.: UNEP2, Genf - Economics and Trade Branch

Name of host organisation	United Nations Environment Programme Economics and Trade Branch
Internship Coordinator	Anja von Moltke, Head, Environment and Trade Unit
Address	Economics and Trade Branch Economy Division United Nations Environment Programme 13, Chemin des Anémones 1219 Genève, Switzerland
Homepage	www.unep.org/trade

Placement Offer

Dates/duration	01.09.2017 - 28.02.2018, 6 months
Supervisor	Anja von Moltke, Head of Environment and Trade Unit
Detailed description of the internship project(s); tasks assigned	<p>The overall objective of the Economics and Trade Branch is to conserve the environment, reduce poverty, and promote sustainable development by enhancing the capacity of governments, businesses, and civil society to integrate environmental considerations into economic and financial policies and practices. As part of this effort, the new Environment and Trade Hub offers capacity building and related policy advice on sustainable trade and investment that are tailored to local needs and circumstances.</p> <p>UN Environment's trade work is vested in the belief that the 2030 Sustainable Development Agenda offers many opportunities for the global environment as well as for green development. At the same time, sustainable development cannot be achieved without balancing the rapid growth of international trade with environmental and social objectives. Therefore, capacity needs to be built at the international, regional, national and sub-national levels to ensure that trade and investment and related policies and practices promote sustainable development including sustainable production and consumption.</p> <p>The Environment and Trade Hub provides advisory services and capacity-building assistance at the national-level to developing countries that aim to use trade and investment as drivers for greening the economy. Through research and country-level work, UN Environment assists countries in integrating environment and trade considerations in development planning and macroeconomic policies. The Environment and Trade Hub centres its work around four key areas, in direct alignment with elements of the 2030 Agenda for Sustainable Development:</p> <ol style="list-style-type: none"> 1. Enhancing trade and investment in environmentally sound technologies 2. Shaping governance at the trade, investment and environment nexus 3. Green markets and global value chains 4. Reducing the footprint of trade and greening the brown <p>In 2017-2018 the Environment and Trade Hub will further develop its projects, research, trainings and capacity building offer on the aforementioned strategic themes. In this context, the intern will work on one or more of these themes and will be involved in a diverse range of activities and projects related to these themes and other work of the Economics and Trade Branch. The intern will prepare concept notes, briefings, project proposals and presentations; contribute to outreach and communications activities, stakeholder meetings, expert consultations, and high-level</p>

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	meetings, workshops and events; assist with the development of tools such as policy manuals, toolkits and online learning courses to support capacity building; and carry out an array of research and analysis related to the nexus of trade and environment. The focus of the internship can be discussed and tailored to the intern's interests and development needs.
Training components and learning elements	The intern will be provided a multitude of opportunities to "learn by doing", as related to project development, coordination, and implementation. He/she will gain exposure to cross-cutting issues related to trade and environment, as well as on policy development and implementation. The intern will strengthen his/her research, writing and analytical skills by drafting and editing proposals and concept notes. He/she will gain knowledge of inter- and intra-institutional communication, through collaboration with other UN agencies. Furthermore he/she will learn effective communication strategies to present to, and engage with, various audiences and stakeholders including governments, international organizations, private sector and civil society.
Participation in missions or training courses	In the heart of international Geneva, the intern will have the opportunity to attend conferences, workshops and related events within UN Environment and the greater UN system, as well as at trade-related organizations including the World Trade Organization and the International Trade Centre.
Additional comments	The International Environment House (location of UN Environment offices) is home to an extensive, multi-cultural network of young professionals and interns, providing a dynamic and enriching learning experience. The intern will also be able to access the UN Palais de Nations and have the opportunity to participate in various International Environment networking events, brown bag lunches and innovative thinking groups such as "ETBx". The intern will be supported in developing his expertise and professional network in the area environment and trade.

Required Qualifications

Academic qualification (student, B.A., M.A.)	Intern must be enrolled in a graduate programme for the duration of the internship or have graduated within a year of application
Subjects	Degree in Economics, Political Science, Law, International Relations or other related subjects, preferably with specialisation in the field of environment (environmental economics, environmental law, etc).
Language Skills	Very good written and spoken English. Good knowledge of Spanish or French is an advantage.
Computer literacy	Microsoft Office (Word, Excel, PowerPoint), internet research skills.
Internship-related experiences	Prior internship experience is desirable, but not required, preferably in an international context.
Additional skills/requirements	The intern should have strong communication and analytical skills (both oral and written), be a strong team player, but also possess the ability to work independently. The candidate should also have a demonstrated interest in environmental issues.

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Reference No.: UNEP3, Cambridge - Species Programme

Name of host organisation	UNEP-WCMC
Internship Coordinator	Frances Davis, Species Programme
Address	UNEP-WCMC, 219 Huntingdon Road Cambridge, CB3 0DL United Kingdom
Homepage	www.unep-wcmc.org

Placement Offer

Dates/duration	01.09.2017 - 28.02.2018, 6 months
Supervisor	Frances Davis, Species Programme, UNEP-WCMC
Detailed description of the internship project(s); tasks assigned	<p>UNEP-WCMC is a world leader in biodiversity data, knowledge and insights. We work with a global network of scientists and policymakers to place biodiversity at the heart of decision-making. One of our key ambitions is to be a learning organisation and train the experts of the future, and we place great value on the work of our interns. We are located in Cambridge, a historic, vibrant university town.</p> <p>The internship is offered within the Species Programme, where we manage, analyse and deliver information on animal and plant species to support their conservation and sustainable use. The intern will have the opportunity to become familiar with the main global multilateral agreements administered by the United Nations for the protection of species, in particular the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) and the Convention on the Protection of Migratory Species of Fauna (CMS), and participate in producing various outputs for convention Secretariats, National Authorities and the European Commission.</p> <p>The intern will be given their own project to work on, the topic of which will be tailored according to their qualifications and/or personal interests. They will gain practical experience of working in a leading environmental organisation through participating in the regular tasks of the Programme, including maintaining/updating our data holdings, working on species assessments and contributing to developing new projects.</p> <p>The resulting work is expected to provide a relevant contribution to the implementation of Multilateral Environmental Agreements, and ultimately, to species conservation at national and international levels.</p>
Training components and learning elements	<p>The intern will have an opportunity to apply their knowledge and skills to various project tasks and get valuable feedback on their writing skills. They will also gain experience in project management, working with databases, conducting analyses of wildlife trade data and literature searches, and using reference management software, with guidance from permanent staff members.</p> <p>Interns have the opportunity to attend lunchtime presentations, which are held at UNEP-WCMC by various visiting international experts and members of staff. They are also invited to participate in public lectures in conservation science and other topics, organised by the University of Cambridge.</p> <p>In addition, they will gain an understanding of the strategy, structure, operating procedures, systems, culture and values of a global conservation organisation; and develop self-awareness to take initiative in an organisational setting.</p>
Participation in missions or training courses	Depending on the project selected, the intern may attend relevant meetings and workshops within and outside UNEP-WCMC.
Additional comments	<p>The intern will need to arrange their own visa (if necessary) to stay in the UK for the length of the internship.</p> <p>Interns will also be provided with a voucher towards their weekday lunch costs when in the office.</p>

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Reference No.: UNEP3, Cambridge - Species Programme

Required Qualifications

Academic qualification (student, B.A., M.A.)	Preferably an MSc, but at least a very good BSc in a biological or environmental discipline.
Subjects	Conservation Biology, Ecology, Botany, Zoology, Geography, Wildlife Management, Statistics or similar.
Language Skills	Fluency in French or Spanish is desirable.
Computer literacy	A high level of competency in the use of Excel and Word is essential. Confidence in the use of IT and familiarity with the quantitative analysis of data is also highly desirable. Experience using reference management software (e.g. Mendeley) is desirable. Training in the use of other software will be provided as part of the internship if necessary.
Internship-related experiences	Previous experience of work in an international environment is an advantage, as well as studying or working abroad.
Additional skills/requirements	<p>We seek candidates with a good understanding of biodiversity issues and a strong interest in international species conservation, with skills in scientific research, analysis and data management.</p> <p>Experience working with large datasets and ensuring accuracy of information, excellent report-writing skills and a high level of attention to detail are desirable. Experience of applying statistical techniques and/or knowledge of species taxonomy/nomenclature would also be of interest.</p> <p>The intern will have excellent interpersonal skills, good time management and the ability to work effectively within a team.</p>

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Reference No.: UNESCO-IIEP, Paris – Governance & Quality Assurance of Higher Education

Name of host organisation	UNESCO International Institute for Educational Planning (IIEP)
Internship Coordinator	Ms Béatrice Koffi-Gbedo (Personnel Officer, IIEP)
Address	7-9, rue Eugène Delacroix, F-75116 Paris
Homepage	http://www.iiep.unesco.org/

Placement Offer

Dates/duration	01.09.2017 - 28.02.2018, 6 months
Supervisor	Ms Michaela Martin, Programme Specialist, IIEP
Detailed description of the internship project(s); tasks assigned	<p>The International Institute for Educational Planning (UNESCO/IIEP) has the mandate to conduct research and capacity development initiatives in the area of educational planning and management. One of its research and training projects focusses on governance and quality assurance of higher education, with an emphasis on developing countries. Under the current Medium Term Plan (MTP), this project has studied innovative and effective systems of internal quality assurance with a view to identifying good principles that can inspire policy reform in higher education institutions (HEIs) worldwide. From 2014 to 2016, an international survey and a case study research were implemented under this project and a series of publications (synthesis report, individual cases, report from international survey) produced. From 2017 onwards, the project will move into the development of technical guidelines, policy briefs, training materials that shall guide national and institutional reforms in the area. During 2017/18, the project will also contribute to the DAAD/DIES funded EWAQAS initiative aimed at developing capacity for quality assurance at the regional, national and institutional levels in francophone Central-Africa and Madagascar.</p> <p>Under the direct supervision of Ms Michaela Martin, Programme Specialist of the Research and Development Team Unit (P4 level), the fellow will contribute to the development and dissemination of IIEP's research work in the area of governance and quality assurance of higher education.</p> <p>The fellow will :</p> <p>a) Contribute to the exploitation of the IIEP research on internal quality assurance, and in particular :</p> <ul style="list-style-type: none"> • Draft synthesis papers summarizing the main outcomes of the research (technical guidelines, policy briefs, training materials, etc.), • Edit and format documents/materials produced within the framework of the research. <p>a) Contribute to strengthening and extending IIEP professional relationship with major research institutions and networks, development partners, civil society institutions, UNESCO's HQ and Field Offices, and other UN agencies</p> <ul style="list-style-type: none"> • Participate in the dissemination and follow-up of the studies and training materials developed, so that they may be readily accessed and used by decision-makers and planners in ministries of education, universities and research centres

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	<p>b) Assist in the development of the IIEP web site on governance and quality assurance, which gathers a wide range of references, links, events, related to the research area,</p> <ul style="list-style-type: none"> • Contribute to the development and improvement of the web site • Update regularly the information on this web page (under Typo 3)
Training components and learning elements	<p>The Fellow will :</p> <ul style="list-style-type: none"> • gain insights from working in a specialized United Nations organization, such as UNESCO, including its mandates and organizational culture; • learn about the workings of an institution engaged in policy research in education at international level; • learn technical skills to draft research proposals, edit research publications, write policy briefs, and prepare presentations on research findings; • acquire knowledge of policy formulation and planning of educational systems in the global South; and • develop social skills in interacting with partners from various regions, languages, religions, and cultures.
Participation in missions or training courses	<p>Since the IIEP is a training institute, the intern will also have the opportunity to follow selected sessions of the IIEP Advanced Training Programme in Education planning and management, and make contact with its participants (some 30 practicing educational planners and management from developing countries).</p>
Additional comments	

Required Qualifications

Academic qualification (student, B.A., M.A.)	Minimum Bachelor's Degree, preferably enrolled in a Master's Graduate programme
Subjects	Social Science (Education, Sociology, Business Administration, Political Sciences), higher education focus would be a definite advantage.
Language Skills	Excellent knowledge of English. Knowledge of French will be a major asset.
Computer literacy	Good mastery of Microsoft Soft Office programme (Word, Excel, Power Point, Outlook).
Internship-related experiences	No prior internship experience is required.
Additional skills/requirements	<p>Good research and analytical skills, including the writing and editing of papers for publication.</p> <p>Good writing and synthesis skills.</p> <p>Ability to work independently, take initiative and learn quickly and on the job.</p> <p>Excellent communication skills.</p>

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Reference No.: UNESCO1, Paris - Division for Creativity, Culture Sector

Name of host organisation	United Nations Educational, Scientific, and Cultural Organization (UNESCO)
Internship Coordinator	Ms Rossella Salvia, Human Resources Partnership Coordinator, Bureau of Human Resources Management
Address	7, place de Fontenoy 75352 Paris 07 SP France
Homepage	http://en.unesco.org/

Placement Offer

Dates/duration	01.09.2017 – 28.02.2018, 6 months
Supervisor	Ms Jyoti Hosagrahar, Director, Division for Creativity, Culture Sector
Detailed description of the internship project(s); tasks assigned	<p>Under the direct supervision of the Director of the Division for Creativity, Culture Sector, the incumbent shall:</p> <ul style="list-style-type: none"> - Research available material/studies/approaches to evaluation and assessment of culture in development projects and interventions; - Collect information from the implementation and monitoring of all UNESCO Cultural Conventions to report on UN 2030 Agenda; - Draft preliminary fund-raising proposals for culture and sustainable development; - Draft and/or edit various documents, articles and presentations on culture and sustainable development, creative cities, and urban development; - Gather case studies and analyze them; - Assist in organizing expert meetings on culture and sustainable development; - Perform other related tasks requested by supervisor, as appropriate.
Training components and learning elements	<p>After the assignment the trainee will have:</p> <ul style="list-style-type: none"> - Developed research skills and techniques; - Acquired an in-depth knowledge of culture programme related to UNESCO's areas of competence, in particular culture and sustainable development; - Strengthened his/her analytical, communication, negotiation and interpersonal skills; - Experience working in an international organization and in a multicultural environment. - Learnt how to deal with diverse stakeholders.
Participation in missions or training courses	- Participate in meetings organized on culture and sustainable development at and outside UNESCO Headquarters.
Additional comments	<p>The expected contributions (major expected outcomes) are:</p> <ul style="list-style-type: none"> - Drafting of policy documents on culture and sustainable development; - Drafting of proposals to finance projects on culture and sustainable development.

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Reference No.: UNESCO1, Paris - Division for Creativity, Culture Sector

Required Qualifications

Academic qualification (student, B.A., M.A.)	B.A. in social or political sciences, or in international sustainable development, or journalism, or cultural project management. Master level is appreciated.
Subjects	Sustainable development, creativity, cultural heritage, UNESCO Culture Conventions, fund-raising.
Language Skills	- Excellent knowledge of English, good knowledge of French; - Knowledge of another UN language (Spanish, Chinese, Russian & Arabic) would be an asset.
Computer literacy	Be computer literate in standard software applications (e.g. Windows suite, Internet, social media, etc.).
Internship-related experiences	Applicants are not required to have professional work experience for participation in the programme; but should: - Have a demonstrated keen interest in the work of the United Nations, - Have a demonstrated ability to successfully interact with individuals of different cultural backgrounds and beliefs, which includes willingness to understand and be tolerant of differing opinions and views.
Additional skills/requirements	- Excellent research skills and techniques; - Excellent communication and drafting skills; - Capacity to be multi-task and proactive; - Fund-raising experience would be an asset.

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Reference No.: UNESCO2, Paris - Division for Freedom of Expression and Media Development

Name of host organisation	United Nations Educational, Scientific, and Cultural Organization (UNESCO)
Internship Coordinator	Rossella Salvia
Address	UNESCO 7 place de Fontenoy 75007 Paris France
Homepage	www.unesco.org

Placement Offer

Dates/duration	01.09.2017 – 28.02.2018, 6 months
Supervisor	Ms Sylvie Coudray Chief of Section for Freedom of Expression, Division for Freedom of Expression and Media Development, Communication and Information Sector, UNESCO
Detailed description of the internship project(s); tasks assigned	UNESCO's Communication Information Sector (CI) implements the Organization's 1945 constitutional mandate to promote the "free exchange of ideas and knowledge" in general and in particular the "free flow of ideas by word and image". The values and its human rights-based foundations provide context to UNESCO's approach to media development as being inseparable from freedom of expression (and its corollaries of press freedom, the freedom of information as well as safety of journalists). They further underpin the UNESCO perspective that this bundle of rights applies to all media and across all frontiers. The candidate will assist in the following: <ol style="list-style-type: none"> 1. Assist in the preparation, organization, and follow-up of UNESCO's flagship awareness-raising activities, in particular World Press Freedom Day (WPF, 3 May), International Day for the Universal Access to Information (IDUAI, 28 September), and the International Day to End Impunity for Crimes against Journalists (IDEI, 2 November); 2. Assist in the implementation of the UN Plan of Action on the Safety of Journalists and the Issue of Impunity, including supporting actions to strengthen UN mechanisms, cooperating with Member States, and raising awareness and foster safety initiatives in cooperation with other organizations and institutions, journalists, media owners, policy-makers and state institutions in a gender-sensitive approach; 3. Assist in creating and updating the Section's communication tools to increase the visibility of the Section's projects, in particular, by drafting press releases, feature stories, graphic design, and feature stories for dissemination on the Section's website; 4. Contribute to the preparation of the Section's briefings, reports, background papers, speeches, policy guidelines, strategy documents, agreements, publicity etc. related to the activities on freedom of expression; 5. Assist the preparation of information materials for fundraising and partnership building purposes as well as for reports to donors regarding activities on freedom of expression and the safety of journalists.
Training components and learning elements	Significant on-the-job training which includes the managing, coordinating, and executing major events as well as awareness raising campaigns linked to human rights and International Days; Hands-on experience of fund-raising with partners and counterparts, working in the UN system, and project management.
Participation in missions or training courses	Contingent on the availability of funds, there may be opportunities for the candidate to participate in project activities, workshops, and trainings as well as external conferences and cooperation meetings.
Additional comments	The incumbent will develop in-depth knowledge on issues relating to freedom of expression, as well as the role of the UN system and other international agencies in regard to these issues.

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 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
 PLACEMENT OFFER 2017/2018

Reference No.: UNESCO2, Paris - Division for Freedom of Expression and Media Development

Required Qualifications

Academic qualification (student, B.A., M.A.)	Currently enrolled in or has a completed a University degree preferably at Masters level or equivalent in related fields.
Subjects	Communication and/or information sciences, political science, international relations, international development or any other related field relevant to the themes addressed.
Language Skills	Excellent level of written and spoken English (C1). Professional working proficiency of French is a strength (B2). Knowledge of any other UN language (Arabic, Chinese, Russian, Spanish) is an asset.
Computer literacy	Good computer and IT skills and experience in the usage of MS Office software packages. Knowledge of Drupal and Adobe Creative Suite is a strength.
Internship-related experiences	Relevant experience on freedom of expression and media development, or relevant related communication and information theme, or in another field contributing to the theme. Experience in organizing large events would be an asset as well as experience at international level.
Additional skills/requirements	<ol style="list-style-type: none"> 1) Good organizational skills and excellent time management; 2) Ability to meet deadlines and willingness to take additional responsibilities; 3) Strong communication skills; 4) Flexibility, team spirit and ability to work in a multi-cultural team environment and be an effective team player; 5) Sound judgment and excellent analytical skills; 6) Strong interpersonal skills, including tact, diplomacy and political sensitivity to handle delicate interactions with a wide range of partners.

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 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
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Reference No.: UNESCO3, Paris – Education Violence Prevention

Name of host organisation	UNESCO
Internship Coordinator	Rossella Salvia
Address	UNESCO, 7 place de Fontenoy; 75007 Paris, FRANCE.
Homepage	http://en.unesco.org/gced

Placement Offer

Dates/duration	01.09.2017 – 28.02.2018, 6 months
Supervisor	Lydia RUPRECHT, Programme Specialist and Team Leader Global Citizenship Education
Detailed description of the internship project(s); tasks assigned	<p>The Section of Education for Sustainable Development and Global Citizenship seeks to support Member States' in their efforts to implement Education for Sustainable Development (ESD) and Global Citizenship Education (GCED). UNESCO's work to promote Global Citizenship Education, including peace and human rights education, aims to in addition sustain a global momentum in support of GCED and promote strategic analytics on global progress in this field. Particular attention is also given to the prevention of violent extremism through education (PVE-E) and education about the history of genocides. The projects implemented by the Section include a series of activities held at UNESCO Headquarters (HQ), and in various regions.</p> <p>The selected candidate will be specifically supporting the Global Citizenship Education Team's work in the field of the prevention of violent extremism through education. This includes the following tasks:</p> <ol style="list-style-type: none"> 1. Support the preparation of international events (e.g. advocacy events, technical meetings, capacity-building workshops, etc) organized by UNESCO in this field as well as events organized by its partners in cooperation with UNESCO, notably: <ul style="list-style-type: none"> • To compile and synthesize available research and information for the purpose of developing conference documents and background notes; • Assist with the drafting of concept notes, briefing notes, communication items and outcome reports (as relevant), • Assist with the logistical preparations of the concerned events. 2. Assist with the development and production of publications (materials on the prevention of violent extremism; GCED Newsletter, etc), in particular : <ul style="list-style-type: none"> • Review and comment on draft publications; • Liaise with the Education Sector's communication team (KMS) and with UNESCO's house-wide printing and production units (CLD) to ensure the final production of documents 3. Provide general management support, such as: <ul style="list-style-type: none"> • Draft official correspondence • Update key reference documents (list of UNESCO Chairs; lists of key partners; contact files, etc) • Assist with the monitoring of debates during the 39th session of UNESCO's General Conference and the 201st session of the Executive Board 4. Carry out any other duty considered relevant to the experience he or she needs to acquire and is needed to support the implementation of the Team's programme of work.
Training components and learning elements	<p>By the end of the internship the trainee will have :</p> <ul style="list-style-type: none"> • Learned how a UN Organization supports its membership in an emerging and high visibility field such as the prevention of violent extremism through education • Acquired an in-depth knowledge of current debates, challenges and practices in the

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Reference No.: UNESCO3, Paris – Education Violence Prevention

	<p>prevention of violent extremism through education as well as in the field of Global Citizenship Education.</p> <ul style="list-style-type: none"> • Interacted with representatives of leading experts and international organizations innovating in the field of GCED and the prevention of violent extremism through education • Developed the ability to draft working/official documents to be discussing by government officials from around the world • Developed an ability to prepare briefings for middle and senior managers • Developed the skill to communicate effectively to wide audiences on sensitive issues • Learned how to deal with diplomatic personnel and international civil servants • Learned about UNESCO's governing structure and mechanism • Developed team management skills
Participation in missions or training courses	The work of the Section is very team-oriented. There is therefore a large number of opportunities for peer-to-peer learning. Missions are not foreseen.
Additional comments	

Required Qualifications

Academic qualification (student, B.A., M.A.)	BA accomplished, Master Level appreciated
Subjects	Education, Social Sciences, Political Sciences, International Relations or other related fields.
Language Skills	Very good written and spoken knowledge of English; French desirable.
Computer literacy	Excellent word processing skills – Good knowledge of Excel and social media applications (Facebook, Twitter, Instagram, LinkedIn, etc) is an asset.
Internship-related experiences	<p>Prior internships or remunerated work experiences in any of the following areas/sectors/institutions would be appreciated:</p> <ul style="list-style-type: none"> • Education (eg. research in education, teaching, non-formal education for/with youth, etc), • Communication (eg. School paper, blog writing, public information campaign, etc), • Related to development/humanitarian assistance, or finally • In a large & complex organization (for profit or non-profit).
Additional skills/requirements	Very good verbal and written communication skills, especially to prepare briefs, notes, and reports.

CARLO SCHMID PROGRAMME
FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
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Reference No.: UNESCO4, Hanoi - Social and Human Sciences

UNESCO	United Nations Educational, Scientific and Cultural Organization
Internship Coordinator	Ms Dung Doan Thi (AA)
Address	UNESCO Ha Noi 23 Cao Ba Quat St Ba Dinh, Ha Noi VIET NAM
Homepage	http://www.unesco.org/new/en/hanoi

Placement Offer

Dates/duration	01.09.2017 - 30.06.2018, 10 months
Supervisor	Ms Sue Vize, Regional Adviser Social and Human Sciences (SHS)
Detailed description of the internship project(s); tasks assigned	<p>The intern will focus on delivery of SHS Sector activities within UNESCO's national program of action in Viet Nam, in particular with regards youth development, inclusion and rights, shared histories of south-east Asia and management of social transformations.</p> <p>Under youth development, the intern will work as part of the One UN team on youth and adolescents to promote inclusive and gender equal policies affecting youth, civic engagement of youth and youth capacity building. Technical inputs on youth participation across UNESCO's range of other projects will also be provided. This component is expected to be 50% of the assignment.</p> <p>Under inclusion and rights UNESCO is undertaking research on internal migration in Viet Nam, especially the role of ethnic minorities, and building local networks on social inclusion within local government. This work will be led by UNESCO Bangkok and the intern will support implementation of elements in Viet Nam. This component is expected to be 25% of the assignment.</p> <p>UNESCO is currently working on the development of school-based learning resources for the "Shared Histories of South East Asia" which highlights eight themes of common traditional and history across the 10 ASEAN nations. The first phase will be completed in mid 2017 and the second phase will be providing continued support to the Ministry of Education to implement and build on the preliminary project. Technical advice and support for the project is overseen by SHS and CLT sectors in Bangkok. This component is expected to be 20% of the assignment.</p> <p>The final 5% of the assignment will be to support the Regional Adviser for SHS (based in Bangkok) in any other aspects of SHS's programmatic work in Viet Nam. This work will mainly be conducted by regional staff but the trainee will accompany and assist with logistics.</p>
Training components and learning elements	The intern will work closely with the Regional Unit for SHS based in Bangkok who will provide technical support and mentoring. The emphasis will be on building skills in research, policy development, building partnerships with government and civil society, working with interdisciplinary teams (UN and within UNESCO). The intern will have the opportunity to participate in UN For All and other trainings.
Participation in missions or training courses	Some travel within Viet Nam will be required. Participation in UN training courses will be encouraged.
Additional comments	The selected intern should be able to work relatively independently but will have strong back-up from the regional team in Bangkok as well as within the Ha Noi Office from program staff in the other sectors.

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 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
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Reference No.: UNESCO4, Hanoi - Social and Human Sciences

Required Qualifications

Academic qualification (student, B.A., M.A.)	Advanced degree in Social Sciences or Humanities
Subjects	Formal training on gender equality would be an advantage
Language Skills	An excellent knowledge of English is required. Knowledge of French would be an asset.
Computer literacy	Knowledge of Microsoft Word, Excel and Outlook required. Skills such as Photoshop or video editing an asset.
Internship-related experiences	The intern will benefit from a range of technical and professional experiences. As a former One-UN Pilot country, UNCT Viet Nam has a very strong collaborative approach and the intern will be able to participate in this directly and gain knowledge of the work of several UN agencies. At the technical level, a strong emphasis of social inclusion, gender equality and vulnerable groups will provide direct experience and examples of implementation of the SDGs, technical skill development and understanding of the development context in Viet Nam, and how to develop tailored and responsive interventions to achieve UNESCO's outcomes.
Additional skills/requirements	Strong team work and partnership building skills would be a great asset as this internship will be conducted in close cooperation with UN agencies, civil society and the Govt of Viet Nam. Openness to interdisciplinary approaches would be an asset. Ability to learn about and appreciate Vietnamese culture and language is required (not expected to speak Vietnamese but to be able to fulfil basic courtesies).

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Reference No.: UNESCO5, Jakarta - Communication and Information Sector

Name of host organisation	United Nations Educational, Scientific, and Cultural Organization (UNESCO)
Internship Coordinator	Mr Ming-Kuok LIM, UNESCO Office in Jakarta
Address	UNESCO Jakarta Office Galuh II no 5, Kebayoran Baru Jakarta 12110 Indonesia
Homepage	www.unesco.org

Placement Offer

Dates/duration	01.09.2017 – 28.02.2018, 6 months
Supervisor	Mr Ming-Kuok LIM
Detailed description of the internship project(s); tasks assigned	<p>Under the overall supervision of the Director for UNESCO Jakarta Office and in close consultation with the Communication and Information Sector, assist in the implement of Major Programme V, MLA 1 and 2, in particular promoting an enabling environment for freedom of expression, press freedom and journalistic safety, facilitating pluralism and participation in media, right to access to information and supporting sustainable and independent media institutions. Specifically:</p> <ul style="list-style-type: none"> • Assist in implementation of activities to promote quality and professional journalism, self-regulation of the media, strengthening of access to information, through actions including, but not limited to, capacity building workshops, trainings, and seminars. • Assist in the implementation of the UN Plan of Action on the Safety of Journalists and the Issue of Impunity, including supporting actions to strengthen UN mechanisms, cooperating with Member States, and raising awareness and foster safety initiatives in cooperation with other organizations and institutions, journalists, media owners, policy-makers and state institutions in a gender-sensitive approach. • Assist in the preparation and organization UNESCO's flagship awareness-raising activities, namely the World Radio Day (13 February), World Press Freedom Day (3 May), International Day for the Universal Access to Information (28 September), the International Day to End Impunity for Crimes against Journalists (2 November), • Assist in SISTER's reporting, provide technical backstopping for the successful implementation of extrabudgetary projects particularly those related to the issue of safety of journalists including the preparation of monitoring reports. • Contribute to resource mobilization by playing an active role in the preparation of fundraising proposals, strategy documents and project implementation reports in Jakarta Office. • Assist in drafting of research papers, speeches, briefing notes, news items related to the above activities

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FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
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Reference No.: UNESCO5, Jakarta - Communication and Information Sector

Training components and learning elements	<ul style="list-style-type: none"> • Better understanding of international standards and normative instruments that promotes an enabling environment for freedom of expression, press freedom and journalistic safety. • Hands-on experience in managing, coordinating, and executing major event and awareness raising campaigns linked to major International Days. • There may be opportunities for the intern to participate in project activities and training workshops as well as in external conferences and cooperation meetings
Participation in missions or training courses	Contingent on availability of fund
Additional comments	Candidates are encouraged to highlight in their application which of the “Internship-related experiences” and “Additional skills/requirements” they meet, and how.

Required Qualifications

Academic qualification (student, B.A., M.A.)	Currently enrolled in or has completed Master’s degree in related fields. Candidates who has completed at least five years of undergraduate studies may be considered.
Subjects	Journalism, mass communications, international communications, or related field
Language Skills	Excellent knowledge of English (writing and spoken), knowledge in Bahasa Indonesia or another UN language is an asset.
Computer literacy	Good computer and IT skills and experience in the usage of office software packages.
Internship-related experiences	Work experience in communication, journalism or human rights, preferably with international experience in emergency and recovery or transitional settings is an asset.
Additional skills/requirements	<ol style="list-style-type: none"> 1) Good organizational skills and excellent time management; 2) Ability to meet deadlines and willingness to take additional responsibilities; 3) Strong communication skills; 4) Flexibility, team spirit and ability to work in a multi-cultural team environment and be an effective team player; 5) Sound judgment and excellent analytical skills; 6) Strong interpersonal skills, including tact, diplomacy and political sensitivity to handle delicate interactions with a wide range of partners; 7) Willingness and ability to undertake missions to the field away from duty station including to remote and provincial communities;

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Reference No.: UNESCO6, Kathmandu - Intangible Cultural Heritage

UNESCO	UNESCO Nepal
Internship Coordinator	Christian Manhart
Address	Sanepa-2, Lalitpur P.O. Box 14391, Kathmandu, Nepal
Homepage	www.unesco.org/kathmandu

Placement Offer

Dates/duration	01.09.2017 – 28.02.2018, 6 months
Supervisor	Christian Manhart, Head of the UNESCO Office in Kathmandu
Detailed description of the internship project(s); tasks assigned	<p>The trainee will work within the framework of UNESCO's goal to strengthen institutional capacities in inventorying and safeguarding ICH under the 2003 Convention for the Safeguarding of Intangible Cultural Heritage (ICH). Major responsibilities are:</p> <p>Major responsibilities are:</p> <ul style="list-style-type: none"> - Assist the UNESCO Kathmandu office in implementing regular programme and/or on-going extra-budgetary project activities related to the safeguarding of Nepal's intangible cultural heritage (ICH); - Assist specialists in the field and support related activities at the Ministry of Culture, Tourism, and Civil Aviation in the implementation of the 2003 Convention, mainly in the process of creating the first Intangible Cultural Heritage Inventory/ies in Nepal in the spirit of the Convention. - Research, compile and study necessary information including key documents of the Ministry and UNESCO, all relevant literature, previous reports and related policies, programmes and implementation mechanisms in Nepal that have a bearing on ICH (relevant laws, sector policies for culture, education, health, environment, commerce and industries, agriculture, sciences and technology, etc. if applicable) in order to assist the Ministry in preparing / updating the status on implementation of the 2003 Convention by Nepal; - Support the UNESCO team in various discussions and participate in meetings and communicate with stakeholders concerned in the field of intangible cultural heritage; - Facilitate and coordinate regular meetings between UNESCO and the Ministry, and follow up with subsequent outputs; - Assist in organizing awareness raising and training workshop(s) at selected districts to be implemented jointly by the Ministry and UNESCO aimed at strengthening capacities in safeguarding the intangible cultural heritage and liaise with stakeholders concerned; - Prepare minutes of the meetings, summary proceeding of the workshop etc.; - Draft web news and press releases of the activities, and maintain good records of work; - Contribute to drafting of the progress reports on programme activities and projects funded under regular and extra-budgetary resources; - Contribute to the drafting of concept note, new project proposals to be funded by potential donors, in line with programme priorities and considering the diversity of the context; - Carry out any other duty considered relevant to the experience he/she needs to acquire; - Undertake any other task as assigned by the office; - Report the progress of activities undertaken in monthly basis;
Training components and learning elements	<ul style="list-style-type: none"> - Acquired an in-depth knowledge of culture programme related to UNESCO's areas of competence and of the culture sector in Nepal, particularly UNESCO's 2003 Convention for the Safeguarding of ICH as well as the relevant cultural elements of Nepal; - Learnt how to deal with diverse stakeholders;

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	<ul style="list-style-type: none"> - Attained Field project management; setting particular objectives and develop appropriate mediation, monitoring and evaluation mechanisms - Gained solid working knowledge of the operations of an intergovernmental organization; - Strengthened his/her analytical, communication, negotiation and interpersonal skills; - Acquired the ability to successfully bring onboard new funding partners; - Produced or contributed to effective communication materials such as technical reports, donor reports, articles, brochures, publications, and/or mission reports.
Participation in missions or training courses	The trainee will participate in training workshops, meetings as deemed necessary and subject to availability of funding. The trainee will also be responsible for aiding coordination and planning of trainings and workshops.

Required Qualifications

Academic qualification (student, B.A., M.A.)	Graduate degree with some practical experience in social sciences, sociology, anthropology, culture, history or related field, preferably Master's degree or equivalent
Subjects	Social sciences, sociology, anthropology, culture, history or related field
Language Skills	Strong technical, written and spoken English skills
Computer literacy	Proficiency in Microsoft programs, including Excel, Experience with databases and/or GIS is ideal, in particular Arches Cultural Heritage Inventory Management System is an asset
Internship-related experiences	<ul style="list-style-type: none"> - Practical experience in social sciences, sociology, anthropology, culture, history or related field - Experience with bilateral and multilateral donor agencies and NGOS - Familiarity with the work and general functioning of the United Nations System - Knowledge of the geopolitical context of the region - Good communication skills; - Strong team orientation; - Project proposal drafting and event organizing skills are an asset.
Additional skills/requirements	<ul style="list-style-type: none"> - Knowledge and demonstrated capacities in formulation of concept note, proposals including budget work plan and log frame; - Ability to plan and prioritize work for the best outputs in harmony and synchronization of planning of the interventions that gives special attention to community development and gender-sensitive issues; - Ability to establish effective working relations in a multicultural team environment and cultivate productive relationships with Government partners and other donors; - Strong knowledge/background in UNESCO's 2003 Convention for the Safeguarding of Intangible Cultural Heritage; - Ability to clearly express ideas in concept notes, formal proposals, discussions, and public presentations; - Strong fundraising and networking skills (with partners and donors); - Management experience with ability to carry out projects independently, as well as ability to work effectively in a team environment; - Ability to collaborate with people from diverse backgrounds and cultures, and maintain effective working relations within a multi-cultural setting;

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Reference No.: UNESCO7, Paris - Protection of the Underwater Cultural Heritage

Name of host organisation	United Nations Educational, Scientific, and Cultural Organization (UNESCO)
Internship Coordinator	Ms Rossella Salvia, Human Resources Partnership Coordinator, Bureau of Human Resources Management
Address	7, place de Fontenoy 75352 Paris 07 SP France
Homepage	http://en.unesco.org/

Placement Offer

Dates/duration	01.09.2017 – 28.02.2018, 6 months
Supervisor	Ms Ulrike Guerin, Programme Specialist, Cultural Heritage Protection Treaties Section, Division for Heritage, Culture Sector
Detailed description of the internship project(s); tasks assigned	<p>Duties of the incumbent will include:</p> <p>Assist in the promotion of the ratification and the national implementation of the UNESCO 2001 Convention on the Protection of the Underwater Cultural Heritage;</p> <p>Assist in the organization, holding and follow-up of the Meetings of States Parties and those of the Scientific and Technical Advisory Body;</p> <p>Assist in the organization of educational, awareness-raising and capacity-building activities to increase the number of States Parties to the 2001 Convention and to enhance the public awareness of the need to protect underwater cultural heritage;</p> <p>Assist in the organization of awareness-raising and capacity-building activities for underwater archaeologists, conservation specialists and administrative personnel in cooperation with implementing partner institutions such as the ICOMOS International Committee for the Protection of the Underwater Cultural Heritage (ICUCH) and the Nautical Archaeology Society (NAS).</p> <p>Assist field offices in the promotion of the 2001 Convention and related activities, such as the organization of regional and national meetings.</p>
Training components and learning elements	<p>The incumbent, through his/her work and network of cooperation, will acquire the following experience:</p> <p>Ability to assist in the elaboration and management of programmes/projects in the field of culture. He/she will acquire coordination and interpersonal skills and be able to research and identify potential donors.</p> <p>Increase of the ability to collect, synthesize and analyze information from various sources and writing skills.</p> <p>Increase of the ability to work effectively within a multi-cultural environment and to work in a team.</p>
Participation in missions or training courses	Possible and depending on prior professional experience and abilities.
Additional comments	The incumbent will assist in the Secretariat of the UNESCO 2001 Convention on the

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Reference No.: UNESCO7, Paris - Protection of the Underwater Cultural Heritage

	Protection of the Underwater Cultural Heritage. He/she will also assist in awareness-raising for the protection of underwater cultural heritage and in the organization of capacity-building and promotion activities in cooperation with partner organizations, delegations and field offices.
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Required Qualifications

Academic qualification (student, B.A., M.A.)	The incumbent must have a university degree. Professional experience, preferably on an international level, is an asset.
Subjects	The incumbent would preferably have a background in law or underwater archaeology, knowledge of international treaty law and the law of the sea; in particular the 1982 United Nations Convention on the Law of the Sea would be an asset. However also other study fields can be acceptable, if they are appropriate to the work at hand (journalism, media, cultural management). Basic experience in international relations and intergovernmental cooperation would be an asset. Experience in fundraising, especially in responding to funding calls, would equally be an asset.
Language Skills	Fluency in either English or French is required, with a good knowledge of the other, proficiency in one of the other official languages of UNESCO (Arabic, Chinese, Russian or Spanish) would be an asset.
Computer literacy	Excellent knowledge of word is required; Excel and Photoshop skills are an asset.
Internship-related experiences	Prior professional experience is an asset. Exposure to an international working or living environment is equally an asset.
Additional skills/requirements	Excellent drafting abilities, communication skills and profound commitment are necessary. He/she should furthermore be an independent worker with commitment and initiative and be able to develop innovative approaches for the protection of underwater cultural heritage.

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 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
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Reference No.: UNESCO8, Paris - Division for Field Support and Coordination

UNESCO	United Nations Educational, Scientific, and Cultural Organization (UNESCO)
Internship Coordinator	Rosella Salvia
Address	UNESCO Headquarters 7 place de Fontenoy F-75352 Paris 07 SP
Homepage	http://www.unesco.org

Placement Offer

Dates/duration	01.09.2017 – 28.02.2018, 6 months
Supervisor	Axel Plathe Director, Division for Field Support and Coordination (FSC)
Detailed description of the internship project(s); tasks assigned	Under the supervision of the Director of the Division for Field Support and Coordination (FSC), in close cooperation with field offices, the trainee shall support the Division's functions related to the backstopping of the UNESCO field network. The Division of Field Support and Coordination is responsible, in collaboration with programme sectors and support services, for the overall management of network of field offices and serves as single entry point for 53 UNESCO field offices for programme support, coordination, monitoring and reporting. Major functions include: <ul style="list-style-type: none"> • Participate in the review, development and implementation of the reform of the field network including in the development and maintenance of information tools and databases, and in the elaboration of a detailed design of the future architecture of the field network; • Provide assistance in the development and implementation of the accountability and reporting frameworks; • Assist in day to day backstopping to the field offices; • Provide support in the recruitment processes of the Directors/Heads of the field offices; • Assist in reviewing the content of the FSC webpage; • Contribute to enhance the communication flow between Headquarters and the field through existing communication channels;
Training components and learning elements	<ul style="list-style-type: none"> • Acquisition of knowledge of the functioning of an international UN organization and of working relations within the organization (Headquarters, field offices, other UN system organizations); • Acquisition of knowledge of programme priorities of UNESCO and its programme delivery platforms at country, sub regional, regional levels vis-a- vis central coordination role of Headquarters; • Exposure to the implementation of a complex structural reform process on a scale of international organization and to a change management environment; • Opportunity to interact with programmatically and geographically diversified UNESCO entities; • Working in an international, culturally diversified environment; • Improvement of analytical, communication, interpersonal skills; • Opportunity to take initiatives and carry out work independently
Participation in missions or training courses	The trainee may participate in a mission subject to the needs and availability of funding.
Additional comments	

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Reference No.: UNESCO8, Paris - Division for Field Support and Coordination

Required Qualifications

Academic qualification (student, B.A., M.A.)	At least first level university degree in public or business administration, economics, international relations or management
Subjects	Public or business administration, economics, international relations or management
Language Skills	Excellent knowledge and drafting skills in English; good French would be an asset
Computer literacy	Microsoft programmes (Word, Excel, PowerPoint), web editing languages and applications (Typo3, SharePoint)
Internship-related experiences	<ul style="list-style-type: none"> • Previous experience in working in national or international institutions; • Experience in general management, human resources or financial management; • Knowledge of the UN system; • Excellent drafting skills in English; • Experience in reform processes.
Additional skills/requirements	<ul style="list-style-type: none"> • Analytical skills; • Capacity to take initiatives; • Ability to identify strategic issues and potential risks; • Capacity to work in team setup; • Ability to work in a multicultural environment; • Good interpersonal skills, tact and discretion; • Good time management, ability to prioritize tasks; • Ability to work under pressure

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FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
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Reference No.: UNHCR1, Genf – Ethics Office

Name of host organisation	UNHCR
Internship Coordinator	Manuela Raffoni
Address	Ethics Office, UNHCR, 94 Rue de Montbrillant, CH 1202 Geneva
Homepage	http://www.unhcr.org/

Placement Offer

Dates/duration	01.09.2017 - 28.02.2018, 6 months
Supervisor	Helmut Buss, Director, Ethics Office (as of 1 January 2017)
Detailed description of the internship project(s); tasks assigned	<ul style="list-style-type: none"> • Works in an international team of Ethics professionals under the immediate supervision of the Director, Ethics Office. • Assists in increasing the visibility of the Ethics Office, developing promotional and advocacy tools and creating awareness among UNHCR staff globally on ethics related matters. • Assists in research and data collection to establish facts and verify accuracy of information in order to prepare for preliminary assessment and analysis of complaints and queries as well as prepares for case reviews. • Provides support in maintaining the intake registry and tracking action points, follow-ups and case status pending construction of data base platform. • Assists in gathering the information received on the 2016 Code of Conduct refresher sessions. Assist in developing training material for the 2017 Code of Conduct theme, including the UNHCR Code of Conduct Facilitator's Manual. • Assists in consolidating Code of Conduct survey results and providing analysis. • Assists in consolidating and reviewing Code of Conduct reports in Focus and Share Point (internal UNHCR systems) and provides analysis by geographic locations. Follows up field locations that have not reported for 2016 Code of Conduct and prepare an internal Ethics review plan with Bureaus/Divisions on the Code of Conduct for the Organization. • Assists in the research, review and analysis of existing policies and documents produced by the Ethics Office and relevant Units and draft inputs from the ethics perspectives (PSEA, Conflict of Interest, Gifts Policy, etc.). • Assists in briefing, training and webinar activities as well as in facilitating the Code of Conduct refresher session.
Training components and learning elements	Intern will obtain an understanding of the work of an Ethics Office and gain on-the job experience in managing a wide range of ethics related question both within UNHCR and the wider UN family. UNHCR offers its interns access to a range of online training courses for staff coordinated by the UNHCR Global Learning Centre and for which the Ethics Office encourages interns to enroll.
Participation in missions or training courses	n/a
Additional comments	The work in the UNHCR Ethics Office provides: (1) a privileged cross-functional birds eye view, to get to know UNHCR and other parts of the UN family, their programmes/ policies/ structures and challenges; (2) multiple networking opportunities to learn about the work of UNHCR and to identify future career opportunities; (3) access to Ethics Offices network within the UN and other international organisations.

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 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
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Reference No.: UNHCR1, Genf – Ethics Office

Required Qualifications

Academic qualification (student, B.A., M.A.)	University studies completed preferably in law, international relations, social sciences or allied fields. BA degree is sufficient. Master degree is an asset.
Subjects	Compliance, Risk Management would be an asset
Language Skills	Fluency in spoken and written English. Knowledge of a second UN language is desirable.
Computer literacy	Ability to use Excel and PowerPoint,
Internship-related experiences	
Additional skills/requirements	Desirable: <ul style="list-style-type: none"> • Previous exposure to UN work, • Experience and/or training related to Ethics topics, • Excellent writing and communication skills, • Flexibility and adaptability.

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FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
PLACEMENT OFFER 2017/2018

Reference No.: UNHCR2, Kinshasa - External Relations Section

Name of host organisation	United Nations High Commissioner for Refugees (UNHCR) Regional Representation in Kinshasa
Internship Coordinator	Andreas Kirchhof Senior Regional External Relations Officer
Address	UNHCR Regional Representation 6729, Avenue de l'OUA Kinshasa – Ngaliema Democratic Republic of the Congo
Homepage	www.unhcr.org

Placement Offer

Dates/duration	01.09.2017 - 30.06.2018, 10 months
Supervisor	Andreas Kirchhof, Senior Regional External Relations Officer
Detailed description of the internship project(s); tasks assigned	<p>The External Relations Section at UNHCR Kinshasa is responsible for:</p> <ol style="list-style-type: none"> 1. Informing a range of stakeholders about UNHCR's activities, including through written updates, reports and factsheets; 2. Liaising with donors and the diplomatic community, including through organising briefings and missions, preparing funding proposals and reports etc.; 3. Informing the national and international media on UNHCR's operation. <p>The Carlo Schmid Fellow will primarily support the first two functions (also depending on the profile of the successful candidate). Her or his tasks will include:</p> <ul style="list-style-type: none"> • Draft & update briefing materials and factsheets for external audiences; • Ensure that all UNHCR documents are compliant with standard formats and layout, including those produced by field offices; • Help organising briefings and field visits for donors and partners; • Support UNHCR operations to implement donor visibility requirements and track compliance; • Attend and report back from meetings such as the 'Humanitarian Advocacy Group' (UN-led humanitarian forum on countrywide issues), UN Communications Group and other meetings as needed; • Support the organisation of advocacy events in Kinshasa, including for World Refugee Day (20 June).
Training components and learning elements	<ul style="list-style-type: none"> • On the job-coaching will be provided; • Participation in relevant trainings and workshops organised by UNHCR Kinshasa or other UN organisations will be granted; • Access to UNHCR's online training modules will be provided; • Attendance of meeting of the UN's Humanitarian Advocacy Group and other meetings will provide an insight into how the UN system works at country level.
Participation in missions or training courses	Participation in field missions within the DRC or, less likely, to other operations covered by the Regional Representation, such as the Republic of Congo or Gabon, is envisaged. This is likely to include travel to remote field locations with very basic living standards.
Additional comments	

CARLO SCHMID PROGRAMME
FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
PLACEMENT OFFER 2017/2018

Reference No.: UNHCR2, Kinshasa - External Relations Section

Required Qualifications

Academic qualification (student, B.A., M.A.)	B.A.
Subjects	Journalism, Public Relations, International Relations, Political Science, Sociology, Marketing
Language Skills	Excellent skills in English and French required
Computer literacy	Required: Standard Office Applications (MS Office, Email, Web) Optional: Photo editing and layout software
Internship-related experiences	Initial experience in journalism or public relations will be an asset.
Additional skills/requirements	

CARLO SCHMID PROGRAMME
FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
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Reference No.: UNHCR3, Genf - Programme Budget Service

Name of host organisation	United Nations High Commissioner for Refugees (UNHCR) Headquarter in Geneva Division of Financial and Administrative Management (DFAM)
Internship Coordinator	Maria Aurora Mendoza-Goudstikker Deputy Head of Programme Budget Service
Address	UNHCR 94, Rue de Montbrillant 1202 Geneva Switzerland
Homepage	www.unhcr.org

Placement Offer

Dates/duration	01.09.2017 - 28.02.2018, 6 months
Supervisor	Maria Aurora Mendoza-Goudstikker, Deputy Head of Programme Budget Service
Detailed description of the internship project(s); tasks assigned	<p>The Programme Budget Service (PBS) is looking for a full-time intern to support UNHCR's annual budget process. PBS is part of the Division of Financial and Administrative Management (DFAM) and is entrusted to ensure that UNHCR's budget provides a comprehensive and consolidated view of the organization's requirements in line with policies and procedures, financial rules and regulations, overall strategic priorities, and reflecting the needs of UNHCR's populations of concern.</p> <p>In this context, the Resource Management Unit (RMU), part of PBS, is responsible for frontline monitoring of resources and assists all stakeholders in the organization on the optimal use of resources. RMU serves as Secretariat to the Budget Committee and joint-secretariat to the Annual Programme Review (APR) together with the Programme Analysis Support Section (PASS) that is part of the Division of Programme Support and Management (DPSM).</p> <p>The Carlo Schmid Fellow will primarily support the following functions (also depending on the profile of the successful candidate):</p> <ul style="list-style-type: none"> • Assist with the day-to-day work of the Service; • Support the updating and record-keeping of Budgetary Control Plans; • Assist in sending Transfer Memos to Positions Management Unit at the UNHCR Global Service Centre in Budapest; • Assist in safeguarding all information including organizing the common shared drive and electronic files (e-Safe); • Assist in routing incoming mail (PBS mailbox); • Support the RMU Head, Programme Budget Officers and Programme Budget Assistants in preparation of the Budget Committee including tracking and ensuring completeness of documentation; • Assist in the preparation of presentation and briefing materials as well as reviewing documents for appropriate format and style, as requested.
Training components and learning elements	<ul style="list-style-type: none"> • On the job-coaching will be provided; • Participation in relevant trainings and workshops organised by UNHCR will be granted; • Access to UNHCR's online training modules will be provided; • Attendance of meetings will provide an insight into how the UN system works at HQ level.
Participation in missions or training courses	Participation in a mission to Global Service Center Budapest can be included, provided that a training budget is provided by the Carlo Schmid Programme.

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FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
PLACEMENT OFFER 2017/2018

Reference No.: UNHCR3, Genf - Programme Budget Service

Additional comments

Required Qualifications

Academic qualification (student, B.A., M.A.)	B.A.
Subjects	Business Administration, Public Administration, Accounting, Finance, or closely related fields
Language Skills	Fluency in English (written and spoken) is required
Computer literacy	Required: Standard Office Applications (MS Office, email, web)
Internship-related experiences	Academic or practical experience relating to administration or finance is an asset.
Additional skills/requirements	

CARLO SCHMID PROGRAMME
 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
 PLACEMENT OFFER 2017/2018

Reference No.: UNIC1, Beirut - Social Media

Name of host organisation	United Nations Information Centre in Beirut (UNIC Beirut)
Internship Coordinator	Cynthia Khoury, National Information Officer (khouryc@un.org)
Address	United Nations Information Centre Lebanon, Syria, Jordan and Kuwait P.O. Box: 11-8575, Riad Solh Square, UN House, Beirut, Lebanon
Homepage	www.unicbeirut.org

Placement Offer

Dates/duration	01.09.2017 - 28.02.2018, 6 months
Supervisor	Margo Helou, Officer-in-Charge of UNIC Beirut (elheloum@un.org)
Detailed description of the internship project(s); tasks assigned	The intern will be supporting UNIC Beirut's staff substantively and will be responsible for carrying out the following: 1 - Assist in organizing press conferences, meetings, briefings and other PR events by UNIC Beirut; 2 - Provide media support to events organized by UNIC Beirut; 3 - Draft in English and Arabic media advisories, press releases, press reviews, talking points, statements, news stories, etc.; 4 - Update on daily basis UNIC Beirut's website and other social media platforms (facebook, twitter, youtube,etc) with relevant UN news and events; 5 - Assist in taking photos for media coverage and archiving; 6 - Assist in other ad-hoc activities as instructed.
Training components and learning elements	Day to day coaching and follow-up, participation in meetings and negotiations of partnerships, research and documentation for projects and information material, etc.
Participation in missions or training courses	NA
Additional comments	NA

CARLO SCHMID PROGRAMME
 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
 PLACEMENT OFFER 2017/2018

Reference No.: UNIC1, Beirut - Social Media

Required Qualifications

Academic qualification (student, B.A., M.A.)	To qualify for an internship with the United Nations Internship Programme, applicants must meet one of the following requirements: (a) Be enrolled in a graduate school programme (second university degree or equivalent, or higher); (b) Be enrolled in the final academic year of a first university degree programme (minimum Bachelor's level or equivalent); (c) Have graduated with a university degree (as defined above) and, if selected, must commence the internship within a one year period of Graduation.
Subjects	Public relations, communications, audio-visual specialties, international affairs, political sciences.
Language Skills	English and French are the working languages of the United Nations. Arabic is also a working language of the UN. For this internship, fluency in written and spoken English and Arabic is required. Knowledge of French is desirable.
Computer literacy	Applicants must be computer literate in standard software applications such as Microsoft Office programs.
Internship-related experiences	Applicants must have a demonstrated keen interest in the work of the United Nations and a personal commitment to the ideals of the Charter; and 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.
Additional skills/requirements	NA

CARLO SCHMID PROGRAMME
 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
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Reference No.: UNIC2, Moskau - National Information Moskau

Name of host organisation	United Nations Information Centre in Moscow (UNIC Moscow)
Internship Coordinator	Mr. Vladimir Kuznetsov, Director, UNIC Moscow
Address	9 Leontievsky pereulok, 125009 Moscow, Russia
Homepage	www.unic.ru

Placement Offer

Dates/duration	01.09.2017 – 28.02.2018, 6 Monate
Supervisor	Mr. Vladimir Pavinsky, National Information Officer, UNIC Moscow
Detailed description of the internship project(s); tasks assigned	<p>PUBLIC OUTREACH</p> <ul style="list-style-type: none"> • Assists in the development and maintenance of close contacts with the media, Governments, NGOs, educational institutions, civil society and other UN partners in the work region. Assists the UNIC staff in ensuring timely placement of UN materials intended for the media (op-eds, news stories, interviews, etc.). Assists with the monitoring of local media outlets, analysing new trends and maintaining media databases. Helps implement special events and information campaigns, coordinating with relevant UN partners and the media to highlight and publicize key activities. Translates UN information and documents into Russian. Contributes to and/or provides technical support to the production of bulletins published by the UN Country Team. Promotes UN multimedia products. Responds to incoming inquiries received via Skype, mail, email, phone and fax. <p>INTERNAL REPORTING / SUPPORT TO UN HEADQUARTERS</p> <ul style="list-style-type: none"> • Assists in producing required reports for UNHQ. Assists with the planning of outreach strategies. Helps update and further develop internal databases. Provides communications support to visiting UN officials by organizing press briefings, drafting press releases and backgrounders and monitoring media coverage. <p>PUBLICATIONS/WEBSITE</p> <ul style="list-style-type: none"> • Assists in electronic outreach by updating the relevant content portions of the UNIC website and official social media accounts; structuring and preparing new pages, incorporating graphics/photos as needed; posting documents on the UNIC web site and official social media accounts. Provides assistance (coordinating, proofreading, translating, printing, etc.) in the production and delivery of public outreach products and services in local languages.
Training components and learning elements	Training components and learning elements are to include: drafting press releases, press reviews and special media reports which, in some cases, require working extra hours and observing strict deadlines; getting acquainted with the current UN communications strategy, documentation as well as the UNIC's website and the Centre's inputs in some selected social media portals, including Facebook and Twitter; being instrumental in updating the UNIC's databases; contributing to holding special events, both in the UNIC and beyond; taking an active part in the UNIC's public relations projects.
Participation in missions or training courses	Free web-based training courses (depending on the intern's background and field(s) of interest)
Additional comments	The intern is expected to prove himself/herself as a true believer in the UN cause. He/she should study quickly enough and be genuinely passionate about working in the international environment. Initiative and accuracy are welcome.

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 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
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Reference No.: UNIC2, Moskau - National Information Moskau

Required Qualifications

Academic qualification (student, B.A., M.A.)	Student, B.A., M.A.
Subjects	Political science, international relations, international law, public information, communications, journalism, UN affairs, sustainable development, foreign languages.
Language Skills	Fluency in the English and Russian languages is required.
Computer literacy	Fully computer literate; advanced user of MS programmes and applications.
Internship-related experiences	<ul style="list-style-type: none"> • Knowledge of internal policies, processes and procedures related to the communication, production and dissemination of public information. Ability to research and gather information from a variety of sources. Demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. • 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 audience; demonstrates openness in sharing information and keeping people informed. • Works collaboratively with UNIC colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before the personal one; 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. • 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. • Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.
Additional skills/requirements	The intern should ideally be highly motivated, honest and reliable. He/she should be quick in adapting to new situations and handling multiple assignments.

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 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
 PLACEMENT OFFER 2017/2018

Reference No.: UNIC3, Mexico - Multimedia Information

Name of host organisation	United Nations Information Centre for Mexico, Cuba and the Dominican Republic.
Internship Coordinator	María Eugenia Ramírez Becerril
Address	Montes Urales 440, Piso 3, Lomas de Chapultepec. 11000 México, D.F.
Homepage	www.cinu.mx

Placement Offer

Dates/duration	01.09.2017 - 28.02.2018, 6 months
Supervisor	Mariana Castro Álvarez
Detailed description of the internship project(s); tasks assigned	<p>The United Nations Information Centre is a major provider of multimedia information on UN activities global in the Spanish language. We produce original stories in multiple platforms (video, audio, text, infographics, graphic design, print, among others.) The material is disseminated on websites, social media, multimedia campaigns displayed in public transportation hubs, airports, billboards, and so on.</p> <p>The intern will work together with the UNIC team to create videos, infographics and other visual materials for UNIC social media channels and create original, innovative multimedia products about UN activities and campaigns, on such themes as human rights, refugee and migrants, peace and security, sustainable development, climate change, gender equality, and so on. These materials will be widely used in Mexico, Cuba, the Dominican Republic and, in some cases, in the whole Latin America.</p>
Training components and learning elements	Social Media Graphic Designer Journalism
Participation in missions or training courses	
Additional comments	

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 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
 PLACEMENT OFFER 2017/2018

Reference No.: UNIC3, Mexico - Multimedia Information

Required Qualifications

Academic qualification (student, B.A., M.A.)	Students, BA and MA holders.
Subjects	Social Media Design Multimedia Story Telling Journalism Visual Arts Videography Photography
Language Skills	English writing skills essential. Spanish is an asset.
Computer literacy	Adobe Premiere Pro, Photoshop, Lightroom, and other relevant Creative Cloud tools.
Internship-related experiences	Social media Digital agency Graphic design
Additional skills/requirements	Dinamic, creative, responsible, self-motivated, quick, capable of first-rate and compelling output. It's important to be able to perform under pressure and on tight deadlines, in a multi-cultural environment.

CARLO SCHMID PROGRAMME
 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
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Reference No.: UNICEF1, New York - Public Partnership Division (PPD)

Name of host organisation	United Nations Children's Fund
Internship Coordinator	Verónica Ortiz Simal
Address	3 UN Plaza 10017 New York USA
Homepage	www.unicef.org

Placement Offer

Dates/duration	01.09.2017 – 28.02.2018, 6 months
Supervisor	Verónica Ortiz Simal
Detailed description of the internship project(s); tasks assigned	<p>UNICEF's Public Partnership Division (PPD) is responsible for UNICEF's partnerships with governments globally. The division is in daily contact with permanent representations of UN member states in New York as well as foreign and development ministries in capitals. Apart from raising and managing financial resources, the division plays a key role in global advocacy on children's rights. Working in PPD offers an enriching experience in UN diplomacy and provides a unique perspective on the multi-faceted and diverse work of UNICEF worldwide.</p> <p>The position is located within PPD's Europe team; the incumbent will act as a focal point for specific member states and will be in daily touch with UNICEF country and regional offices as well as with programmatic divisions.</p> <p>Under the guidance and direction of the PPD Senior Advisor and in close collaboration with Partnership Specialists, the selected candidate will support the development and implementation of partnership engagement strategies for assigned member states.</p> <p>Specific tasks:</p> <ul style="list-style-type: none"> - Maintain up to date information on Member States and analyse development assistance policies; - Research and analyse contribution trends and other strategic data; - Assist in the preparation of donor profiles; - Support management of contributions, including through drafting of correspondence, writing notes for the record, and following up on decisions, agreements and processing of contributions; - Respond to donor queries; - Support the organization of key meetings and events.
Training components and learning elements	On the job training will be provided. Working with PPD offers a unique opportunity to gain insight into UN diplomacy and the work of UNICEF around the globe.
Participation in missions or training courses	UNICEF offers webinars, trainings and presentations on a regular basis.
Additional comments	

CARLO SCHMID PROGRAMME
 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
 PLACEMENT OFFER 2017/2018

Reference No.: UNICEF1, New York - Public Partnership Division (PPD)

Required Qualifications

Academic qualification (student, B.A., M.A.)	The intern must be enrolled in a graduate programme or have recently graduated from a graduate programme.
Subjects	Social Sciences, International Relations, International Development, Economics, or related subjects.
Language Skills	English, knowledge of a second UN language will be considered an asset
Computer literacy	Excellent knowledge of Microsoft Office, including PowerPoint and Excel.
Internship-related experiences	
Additional skills/requirements	<p>UNICEF Core Values</p> <ul style="list-style-type: none"> - Commitment - Diversity and inclusion - Integrity <p>UNICEF Core Competencies</p> <ul style="list-style-type: none"> - Communication - Drive for results - Working with people <p>UNICEF Functional Competencies</p> <ul style="list-style-type: none"> - Analyzing - Relating and Networking - Learning and Researching - Planning and Organizing

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FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
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Reference No.: UNICEF2, Genf - Public Partnerships Division

Name of host organisation	UNICEF, Geneva Liaison Office (Public Partnerships Division)
Internship Coordinator	Ms. Aysegul Armagan, Executive Assistant
Address	5-7 Avenue de la Paix, 1211 Geneva, Switzerland
Homepage	www.unicef.org

Placement Offer

Dates/duration	01.09.2017 – 28.02.2018, 6 months
Supervisor	Ms. Marilena Viviani, Director Geneva Liaison Office (Public Partnerships Division)
Detailed description of the internship project(s); tasks assigned	<p><u>Internship organizational context</u></p> <p>UNICEF's Public Partnerships Division (PPD) aims at strengthening the partnership function in UNICEF by consolidating engagement with public partners, in particular Member States and UN multilateral partners. After New York, Geneva is the second largest United Nations hub, hosting the Headquarters of key UN agencies and other international organizations. Geneva also hosts more than 200 NGOs and the highest number of Global Programme Partnerships (GPPs) supported by UNICEF, e.g. GAVI, GFATM, UNAIDS, and UNITAID.</p> <p>The Geneva Liaison Office (GLO) was established as part of PPD to coordinate and leverage UNICEF's strategic engagement with Member States and key partners on children's issues in Geneva, including on strategic advocacy priorities such as the Sustainable Development Goals (SDGs), Gender Equality and Financing for Development. GLO works closely with UNICEF teams in New York Headquarters and in Geneva – the Division for Private Fundraising and Partnerships (PFP), the Regional Office for Central and Eastern Europe and Commonwealth of Independent States (CEE/CIS RO), and the Geneva Office of Emergency Programmes (EMOPS).</p> <p><u>Purpose for the placement</u></p> <p>Under the supervision of the Director of the Geneva Liaison Office, the main responsibilities of the incumbent will be related to providing assistance to leverage UNICEF's partnerships and advocacy possibilities for children issues in Geneva, in particular:</p> <ol style="list-style-type: none"> 1. Support the development of internal and external communication material related to SDGs and children issues in Geneva, including innovative methods (e.g. social media, infographics); 2. Support the development and management of an interactive intranet platform ("Team Site") for GLO; 3. Manage knowledge and information related to the international cooperation partnership context in Geneva; 4. Research issues, analyse information and attend events to support the Director in her representation functions in key child-related events and initiatives. <p><u>Key functions and accountabilities</u></p> <ol style="list-style-type: none"> 1. <u>Support the development of internal and external communication material related to SDGs and child-related issues in Geneva, including innovative methods (e.g. social media, infographics):</u> Develop and contribute communication tools such as UNICEF newsletters, social media, press releases and conferences, infographics and other innovative methods. Contribute to communication initiatives led by partners such as the United Nations Office at Geneva (UNOG). 2. <u>Support the development and maintenance of an interactive intranet platform ("Team Site") for GLO:</u> Make information available on the GLO "Team Site", an interactive intranet platform with a calendar of Geneva-based events, essential documentation, and contacts of main partners

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Reference No.: UNICEF2, Genf - Public Partnerships Division

	<p>in Geneva for the use of GLO staff and other Divisions in Geneva and in New York. Develop new functionalities to improve the use of the Team Site.</p> <p>3. <u>Manage knowledge and information related to the international cooperation partnership context in Geneva:</u> Support the systematic identification and mapping of child-focused partners, of key child-related events and initiatives, and of reach-out strategies in Geneva, e.g. develop lists of contacts of current and/or possible partners, update the calendar of key events, support drafting of internal and external communication materials on key issues for children.</p> <p>4. <u>Research issues, analyse information and attend meetings to support the Director in her representation functions in key child-related events and initiatives:</u> Collect and analyse substantive information on key issues for children, draft Briefing Notes to support the Director's participation in conferences and prepare documents related to UNICEF's engagement with key stakeholders in Geneva. Attend child or gender-related meetings organised by partners and prepare Notes for the Record.</p>
Training components and learning elements	<p>This placement will give the incumbent the opportunity to learn about:</p> <ul style="list-style-type: none"> - UNICEF as an institution, its mandate and role in Geneva and globally. - Sustainable Development Goals (SDGs) and child-related issues, e.g. Child Rights, education, health, nutrition, child protection, gender equality. - The international cooperation partnership context in Geneva, including UN Agencies, Member States' Permanent Missions to the UN in Geneva and civil society organisations.
Participation in missions or training courses	Frequent participation in Geneva-based conferences and events on Children issues: Health, Education, Nutrition, Child Rights, etc.
Additional comments	

Required Qualifications

Academic qualification (student, B.A., M.A.)	Enrolled or graduated in a Master's degree
Subjects	International Relations, International Development, Public Policy, Social Policy, Communications, and/or related subjects.
Language Skills	<u>Fluent English mandatory</u> ; Good knowledge of French or other UN official language is an asset.
Computer literacy	<p>Computer skills are essential for this internship:</p> <ul style="list-style-type: none"> - Good management of Microsoft Word, Excel, Power Point, Web navigation and research. - Skills in managing and editing web administration interfaces (in order to support maintenance and improvements of the GLO "Team Site" using the Sharepoint administration interface) is a strong asset.
Internship-related experiences	<p>No previous experience is mandatory, but the following skills are necessary to fulfil the position's responsibilities:</p> <ul style="list-style-type: none"> - Fluent English writing skills needed to draft notes, reports, internal and external communications, and contributions to publications. - Excellent analysis skills to understand and examine multi-sector programmatic issues in a complex partnership environment and to summarise key issues. - Willingness to work as part of a creative team, commitment to expected deliverables and timeliness.
Additional skills/requirements	Good teamworking and interpersonal skills.

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 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
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Reference No.: UNICEF3, New York - Financing Strategies

Name of host organisation	United Nations Children's Fund
Internship Coordinator	Frank-Borge Wietzke
Address	3 UN Plaza 10017 New York
Homepage	www.unicef.org

Placement Offer

Dates/duration	01.09.2017 – 28.02.2018, 6 months
Supervisor	Nalinee Nippita, Frank-Borge Wietzke, Uwe Steckhan
Detailed description of the internship project(s); tasks assigned	<p>More than one year after adoption of the Sustainable Development Goals (SDGs), financing of new development objectives remains a challenge. Annual investment needs across the social, environmental and economic pillars of the SDG agenda go in the trillions of dollars. At the same time, Overseas Development Assistance is diminishing in relative importance when compared to other sources of development finance (e.g. domestic government spending, remittances, private investments and finance). Going forward, successful harnessing of the full potential of each of the financing sources will be crucial for the successful implementation of the SDGs.</p> <p>UNICEF's IFI/GPP team coordinates UNICEF's engagement with International Finance Institutions and Global Programme Partnerships (e.g. GAVI, Global Fund) to identify and develop new financing strategies and opportunities for child-focused investments under the wider umbrella of the SDG agenda. Carlo Schmid Fellows working in our team will be exposed to the full 'business cycle' of partnership development with the international finance community, ranging from strategic discussions and analysis (monitoring and development of new innovative financing models, typically at the intersection of public and private sources of finance), resource mobilization (assist senior management in the negotiation and design of new partnership models, guidance to country offices and partners) to implementation (grant administration, monitoring of funds flows, etc).</p> <p>Under the guidance and direction of the IFI/GPP team's Senior Advisor and Specialists, the selected candidate will support the development and implementation of new financing strategies and partnerships. Specific tasks include:</p> <ul style="list-style-type: none"> - Monitor financing trends and opportunities for child-focused investments across the major sources of domestic / international and public / private finance; - Monitor financing trends, evidence, and policy issues in major Global Programme Partnerships like Global Vaccine Alliance (Gavi), Global Fund to Fight AIDS, Tuberculosis and Malaria, or the Global Partnership for Education. - Assist in the development and phasing in of new innovative sources of finance and partnership models (e.g. new micro-levies for child focused investments, partnerships with providers of Islamic finance, blended finance, etc.) - Follow and advise on debates about new financing models within key international finance providers including World Bank, IMF, Regional Development Banks

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Reference No.: UNICEF3, New York - Financing Strategies

	<ul style="list-style-type: none"> - Assist in the preparation of guidance notes and briefings to UNICEF senior management and Country Offices - Support management of grants and contributions, including through review of grant agreements, drafting of correspondence, etc. - Support and participate in key meetings with internal and external partners.
Training components and learning elements	On the job training will be provided. Working with the team offers a unique opportunity to get an overview over UNICEF's programmatic areas of work, UNICEF's longer-term strategy, and debates among major Development Banks and their government stakeholders.
Participation in missions or training courses	UNICEF offers expert briefings, on-line seminars, and presentations on a regular basis. Participation in trainings by relevant partners will be encouraged (e.g. World Bank)
Additional comments	A detailed work programme will be developed in the early weeks of the fellowship to ensure an ideal fit with the candidate's interests and competencies.

Required Qualifications

Academic qualification (student, B.A., M.A.)	The intern must have successfully completed or be enrolled in a graduate programme.
Subjects	Social Sciences, Economics, International Development, International Relations, or related subjects.
Language Skills	English, knowledge of a second UN language will be considered an asset
Computer literacy	Excellent knowledge of Microsoft Office, including PowerPoint and Excel. Knowledge of specialized software for simple statistical analysis will be an additional asset but is not required (e.g. STATA).
Internship-related experiences	In-country development experience will be an asset.
Additional skills/requirements	<p>UNICEF Core Values</p> <ul style="list-style-type: none"> - Commitment - Diversity and inclusion - Integrity <p>UNICEF Core Competencies</p> <ul style="list-style-type: none"> - Communication - Drive for results - Working with People <p>UNICEF Functional Competencies</p> <ul style="list-style-type: none"> - Analyzing - Relating and Networking - Learning and Researching - Planning and Organizing

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Reference No.: UNICEF4, New York - Communication Specialist

Name of host organisation	UNICEF
Internship Coordinator	Mudiwa Mapuranga
Address	Project Management Office Information and Communication Technology Division (ICTD) United Nations Children's Fund 3 United Nations Plaza, New York, NY 10017
E-mail	mmapuranga@unicef.org
Homepage	

Placement Offer

Dates/duration	01.09.2017 – 28.02.2018, 6 months
Supervisor	Christian Larsson, Chief, IT Project Management Office (PMO)
Detailed description of the internship project(s); tasks assigned	Under the supervision of the Chief of the PMO, the interns will work on various aspects of video production for several projects, including: Filming, editing and production of vignettes of the services offered by the Sections of the IT Division; Filming, editing and production of vignettes of the services offered in the IT Service Catalogue; Filming, editing and production of vignettes presenting the IT vision and strategy for the envisioned, modernized IT function; Filming, editing and production of day-to-day activities of Divisional staff to enrich the communication function of the IT Division; Assist with drafting interview questions, interviewing IT service providers and IT portfolio business case owners, editing and producing said interviews as necessary; Production of other videos as assigned, e.g. software tutorials, business process tutorials; Perform administrative tasks as assigned.
Training components and learning elements	On the job training is offered
Participation in missions or training courses	UNICEF offers varieties of online courses and webinars.
Additional comments	

CARLO SCHMID PROGRAMME
 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
 PLACEMENT OFFER 2017/2018

Reference No.: UNICEF4, New York - Communication Specialist

Required Qualifications

Academic qualification (student B.A., M.A.)	Enrolled in Master's degree programme or higher
Subjects	<p>Intern MUST be enrolled in graduate programme for the duration of the internship!</p> <ul style="list-style-type: none"> • Candidacy for an advanced degree in Film, Television or Media Production, or other related subject areas and be fully conversant and knowledgeable in film production concepts and their application; • The intern must be currently enrolled in an advanced university degree (Master's degree)
Language Skills	very good knowledge of written and spoken English
Computer literacy	See next row below
Internship-related experiences	<ul style="list-style-type: none"> • Knowledge of different video formats and conversions, including iMovie and Final Cut Pro; • Knowledge and ability to film with professional video equipment; • Knowledge and ability to edit filmed videos; • Knowledge and ability to create animated videos; • Knowledge of quality sound equipment for video production; • Knowledge of quality lighting for filming; • Working knowledge of YouTube and other social media sites.
Additional skills/requirements	<ul style="list-style-type: none"> • Organization, research and analysis: demonstrates intellectual creativity, analytical rigor, and contributes innovative ideas; • Results orientation: self-starter who demonstrates drive to achieve results in a timely manner and seeks solutions to any problems encountered; makes efficient use of available resources; demonstrates ability to multitask; • Communication skills: has the ability to communicate clearly and persuasively; demonstrates ability to build consensus and expresses ideas clearly; • Interpersonal skills and client orientation: excellent interpersonal skills and Builds strong relationships with clients and external actors; •

CARLO SCHMID PROGRAMME
 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
 PLACEMENT OFFER 2017/2018

Reference No.: UNITAR1, Genf - Multilateral Diplomacy Programme

Name of host organisation	United Nations Institute for Training and Research (UNITAR)
Internship Coordinator	Helen Austin, HR Focal Point, Multilateral Diplomacy Programme
Address	UNITAR, International Environment House, Chemin des Anémones 11-13, CH-1219 Chatelaine, Geneva, SWITZERLAND
Homepage	www.unitar.org/mdp

Placement Offer

Dates/duration	01.09.2017 - 28.02.2018, 6 months
Supervisor	Rabih El-Haddad, Manager, Multilateral Diplomacy Programme (MDP)
Detailed description of the internship project(s); tasks assigned	<p>Under the supervision of the Manager of MDP, the intern will:</p> <ul style="list-style-type: none"> - Provide assistance in the development of in-country training and technical assistance activities, including the selection, preparation and assembling of materials; - Develop and/or refine pedagogical training tools for interactive, face-to-face workshops and online portals related to enhancing knowledge, skills and awareness in multilateral diplomacy; - Undertake research that may provide necessary input into such training tools and exercises; - Contribute to the drafting of project and funding proposals; - Compile evaluation results of training activities and draft and edit reports; and - Provide general administrative tasks, such as liaising with UNITAR and UN services and country focal points to ensure the timely delivery of training materials, updating of participant lists, and organization of project documents. <p>The tasks assigned may be reviewed during the internship period to reflect changes in programme needs and priorities.</p>
Training components and learning elements	The intern will be given the opportunity to attend face to face training courses and briefings held in Geneva as well as the e-Learning courses that will be run during his internship period; however priority will be given to programme execution.
Participation in missions or training courses	None foreseen except the courses described above.
Additional comments	

CARLO SCHMID PROGRAMME
 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
 PLACEMENT OFFER 2017/2018

Reference No.: UNITAR1, Genf - Multilateral Diplomacy Programme

Required Qualifications

Academic qualification (student, B.A., M.A.)	Advanced (75% of studies completed) or studies completed. Intern MUST be enrolled in graduate programme for the duration of the internship!
Subjects	Law, political science, international relations, history, languages or a related subject.
Language Skills	Fluency in English, including ability to draft reasonably complex texts and handle correspondence. Knowledge of an additional UN official language (particularly French or Arabic) would be an advantage.
Computer literacy	Familiarity with all standard features of word processing software is required, as is the ability to use e-mail and Internet browsers.
Internship-related experiences	
Additional skills/requirements	UNITAR's diplomatic training courses provide a challenging professional environment for interns because it requires working with a truly international group of professionals having very diverse backgrounds and personalities. Interns must be of a mature personality, possess a good degree of polite firmness and ideally bring with them some previous work experience (voluntary work, internships, part-time employment). Exposure to a multicultural environment would be a plus.

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 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
 PLACEMENT OFFER 2017/2018

Reference No.: UNITAR2, Genf - Peacekeeping Training Programme

Name of host organisation	United Nations Institute for Training and Research – UNITAR Peacekeeping Training Programme
Internship Coordinator	Svenja Vollmer Training Assistant Peacebuilding
Address	Chemin des Anémones 11-13 CH-1219 Châtelaine, Genève
Homepage	www.unitar.org/ptp

Placement Offer

Dates/duration	04.09.2017 - 03.04.2018, 7 months
Supervisor	Svenja Vollmer, Training Assistant Peacebuilding
Detailed description of the internship project(s); tasks assigned	<p>Programme description</p> <p>The UNITAR Peacekeeping Training Programme (PTP) is a specialized programme of UNITAR, which offers a systematic and comprehensive preparation, through innovative and results-oriented trainings, in the fields of peacekeeping and peacebuilding. Since its establishment in 2009, UNITAR PTP provides high-quality training comprised of both basic and advanced courses.</p> <p>UNITAR PTP offers a placement opportunity for university students or freshly postgraduates. The working experience is designed to allow interns/trainees to strengthen their knowledge and gain practical experience in the training and learning field, with a specialization in topics related to peacekeeping and peacebuilding.</p> <p>The Peacebuilding Pillar of PTP:</p> <p>Reacting to needs expressed from partnering training institutions as well as following international advisory, UNITAR's Peacekeeping Training Programme has broadened its capacity building initiatives to also cover the field of peacebuilding training. Besides traditional actors, such as government officials and representatives of International Organizations, target audiences include young people who are being trained to use their capacity to contribute to peacebuilding processes and sustainable development. Further audiences include women in conflict and post-conflict settings as well as further vulnerable populations. The current geographical focus of the capacity building initiatives implemented in the area of Peacebuilding Training include: Colombia, the Great Lakes Region, Mali as well as Myanmar.</p> <p>Specific working areas will include:</p> <ul style="list-style-type: none"> • Support the conceptualization and implementation of project activities implemented in Colombia, Mali, Myanmar and other focus areas • Support the implementation of training courses in the area of peacebuilding training • Support the organization of public events, implemented by the Peacebuilding pillar of the programme • Support the facilitation of online courses run by the programme • Support with editorial tasks for training manuals • Support with any other task as requested by the supervisor
Training components and learning elements	As a training institution it is the declared purpose of any placement with UNITAR to allow for a personal learning/ growing process during the assignment period. Individual work plans will be designed in accordance with specific terms of reference, which also highlight learning objectives. The placement is intended to allow the candidate to develop specific skills and competences in relevant areas of individual interest.

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 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
 PLACEMENT OFFER 2017/2018

Reference No.: UNITAR2, Genf - Peacekeeping Training Programme

Participation in missions or training courses	<ul style="list-style-type: none"> • Participation in missions is not foreseen • The selected candidate will be given the opportunity to attend conferences and high-level panels organized by UNITAR and other UN organizations • The incumbent is entitled to participate in PTP e-learning courses
Additional comments	UNITAR is a fast-paced working environment. There is a friendly atmosphere within the Peacekeeping Training Programme (PTP). Overall, the team is diverse, dynamic and quite young. Every team member, including interns are fully integrated in the team's activities.

Required Qualifications

Academic qualification (student, B.A., M.A.)	<ul style="list-style-type: none"> • Masters degree or equivalent (at least 50% of studies completed) • Demonstrated interest in International Relations, Political Science and Education
Subjects	Applicants should have a solid background in the following fields: <ul style="list-style-type: none"> • Education/Training • Peace and Conflict Research / International Relations
Language Skills	<ul style="list-style-type: none"> • Fluency in English • Ability to write in a clear and concise manner and to communicate effectively • Working knowledge of Spanish and French
Computer literacy	<ul style="list-style-type: none"> • Fully proficient computer skills, including Microsoft Office programmes • Additional authoring or design software is a plus • Familiarity with Moodle is an asset
Internship-related experiences	<ul style="list-style-type: none"> • Experience in working in a multicultural environment and/or in the organization of training events, meetings and conferences is regarded as an asset • First work/ volunteer experience in a post-conflict country is considered a plus • Social engagement is desirable
Additional skills/requirements	<ul style="list-style-type: none"> • Teamwork; high level of flexibility; good interpersonal skills; ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity. • Previous exposure to a multicultural environment (e.g.: internship in a foreign country/ study abroad year etc.) would be a plus • Other qualities, such as willingness to learn, dedication and independence at work are welcome

CARLO SCHMID PROGRAMME
 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
 PLACEMENT OFFER 2017/2018

Reference No.: UNLOPS, Brüssel – Peace and Security

Name of host organisation	United Nations Liaison Office for Peace and Security (UNLOPS),
Internship Coordinator	Rory Keane, Head of Office, UNLOPS
Address	United Nations Liaison Office for Peace and Security Departments of Peacekeeping Operations, Political Affairs and Field Support Avenue Cortenbergh 120 1000 Brussels, Belgium
Homepage	http://www.unbrussels.org/agencies/unlops.html

Placement Offer

Dates/duration	01.09.2017 - 28.02.2018, 6 months
Supervisor	Rory Keane
Detailed description of the internship project(s); tasks assigned	<p>The United Nations Liaison Office for Peace and Security (UNLOPS) was established in 2011 in Brussels to further enhance the United Nations' (UN) partnership with the European Union (EU), NATO, and other organizations in Brussels on political affairs, peacekeeping, crisis management, conflict prevention and mediation. UNLOPS formally represents and liaises with the EU and other organizations in Brussels on behalf of the Department of Peacekeeping Operations (DPKO), the Department of Political Affairs (DPA), and Department of Field Support (DFS). In doing so, UNLOPS supports and facilitates the smooth running of formal dialogue mechanisms, furthers policy engagement, and provides monitoring, reporting, analysis and advice in relation to peace and security issues</p> <p>The tasks assigned to this post include:</p> <ul style="list-style-type: none"> • Help facilitate communication and provide support for DPA, DPKO, DFS through engagement and institutional dialogue with key EU and NATO institutions and actors. • Monitor and report on EU policies, initiatives and processes relevant to the partnership with the UN in the area of peace and security. • Draft reports, background briefs, talking points, correspondence, speeches and other communications products as required by DPA, DPKO and DFS. • Undertake the development and implementation of joint activities and projects to improve EU knowledge and understanding of UN structures, peacekeeping and special political missions, conflict prevention and crisis management initiatives, including through lessons learned exercises and support, joint training initiatives, knowledge sharing, and other means. • Provide information, guidance and analysis, and respond to requests from Headquarters and the field relating to EU crisis management, mediation and prevention capabilities and procedures. • Assist the office in all aspects relevant to EU support for UN operations, including the planning and deployment of EU and/or joint peacekeeping operations and support for special political missions, as well as support to conflict prevention and mediation initiatives. • Maintain close working relations with UN agencies, funds and programmes located in Brussels that engage with the EU.

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Reference No.: UNLOPS, Brüssel – Peace and Security

	<ul style="list-style-type: none"> • Provide background information, logistics and representational support to DPKO, DFS, DPA and senior staff visiting Brussels as required. • Respond to queries and requests for information regarding UN conflict prevention, mediation, peacekeeping and crisis management policies and actions, both at the headquarters and field missions levels <p>Represent the UN in meetings or other fora as requested</p>
Training components and learning elements	<p>This post offers an excellent training and learning component. Working as a core member of staff in a small and busy UN office, the Carlo Schmid fellow will frequently be exposed to the most pertinent and high profile work of the UN in the peace and security field, including by supporting the visits of senior UN officials to Brussels from field missions and by helping to support the institutional dialogue between the headquarters of the UN and EU/NATO. The fellow will participate in a range of crisis management and conflict prevention policy meetings with the EU and NATO on behalf of the office and will prepare reports on these meetings to be shared with UN headquarters. The fellow will also have the opportunity to participate in a range of seminars and events organised by key think tanks and civil society organisations working in Brussels. The fellow will learn to draft reports and will have the opportunity to learn about the latest UN work on a range of political files. The post also offers a very good networking opportunity, as the liaison office works closely with UN colleagues, as well as the staff of the EU and NATO.</p>
Participation in missions or training courses	<p>This can be agreed on a case by case basis. Given the interest and career path envisaged by the Carlo Schmid fellow, every effort will be made to ensure that the fellow is exposed to the experience that will best serve his or her career path.</p>
Additional comments	<p>The Carlo Schmid fellow will receive full administrative support in the office and will be provided with office space, including computer and phone to enable an effective work environment.</p>

Required Qualifications

Academic qualification (student, B.A., M.A.)	
Subjects	Political Science, International Relations, Social Affairs, Law or other related field
Language Skills	Fluent written and spoken English plus and working knowledge of French required
Computer literacy	Yes
Internship-related experiences	It would be useful to have knowledge and/or experience of working with the UN, EU or NATO on peace and security issues, either in the field or at HQ. Experience in working with a bi-lateral member state would be equally advantageous.
Additional skills/requirements	Good drafting skills and good diplomatic skills are required.

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 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
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Reference No.: UNOCHA-CERF, New York - Central Emergency Response Fund

Name of host organisation	United Nations Office for the Coordination of Humanitarian Affairs (OCHA) Central Emergency Response Fund (CERF) Secretariat
Internship Coordinator	Nicolas Rost, Underfunded Emergencies Lead, CERF (Addressee of the application)
Address	UN Office for the Coordination of Humanitarian Affairs (OCHA) DC2-1374, 2 UN Plaza, 44th Street, New York, NY 10017, USA
Homepage	www.unocha.org/cerf https://twitter.com/UNCERF www.facebook.com/UnitedNationsCERF

Placement Offer

Dates/duration	01.09.2017 - 28.02.2018, 6 months
Supervisor	Vesna Vukovic, Chief of Programme Section, CERF
Detailed description of the internship project(s); tasks assigned	<p>This internship position is in the Programme Section of the Central Emergency Response Fund (CERF) secretariat at the UN Office for the Coordination of Humanitarian Affairs in New York. The intern will participate in all aspects of the programmatic work at CERF.</p> <p>CERF is a global humanitarian fund. It is one of the fastest and most effective ways to support rapid humanitarian response for people affected by natural disasters and armed conflict. CERF receives voluntary contributions year-round to provide immediate funding for life-saving humanitarian action anywhere in the world.</p> <p>Under the supervision of the Head of the Programme Section of the CERF Secretariat, within the limits of delegated authority, the intern will be responsible for the following duties:</p> <ol style="list-style-type: none"> 1. Monitor and analyse humanitarian developments in countries affected by disasters and emergencies, in close collaboration with the relevant OCHA desk officers 2. In support of a Programme Officer, analyse and process incoming CERF applications in collaboration with other staff of the CERF Secretariat, draft responses to Resident and Humanitarian Coordinators, Heads of Agencies and agency focal points 3. Liaise with other branches and units within OCHA, as well as UN Agencies, Funds and Programmes, and IOM to ensure that incoming CERF applications are being evaluated and responded to in a coherent manner, maintaining high standards of transparency and accountability in the use of CERF 4. Ensure timely and appropriate support to Resident and Humanitarian Coordinators and OCHA field offices for CERF-related processes 5. Support the preparation of and participate in CERF trainings, in New York and elsewhere 6. Prepare or contribute to the preparation of various documents, e.g. draft sections of studies, background papers, policy guidelines, briefings, presentations, correspondence, etc. 7. Contribute to the revision of CERF's operational handbook 8. Develop and maintain reference and resource information on specific topics or policy-related issues; respond to various inquiries and information requests internally and externally; keep abreast of latest humanitarian developments,

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Reference No.: UNOCHA-CERF, New York - Central Emergency Response Fund

	liaise with other humanitarian organizations, donors, etc.; provide information and advice on a range of related issues 9. Analyse, summarise and report on data on CERF grants 10. Perform other duties as required
Training components and learning elements	The intern will learn about programmatic aspects of life-saving humanitarian assistance and will gain an overview of humanitarian crises around the world. The CERF secretariat is involved in broader discussions on humanitarian financing, e.g. the Secretary-General's Agenda for Humanity, and the internship will offer an opportunity to learn about humanitarian financing and participate in these discussions.
Participation in missions or training courses	Participation in CERF training sessions in New York and web-based trainings for country-based colleagues is expected. OCHA and the UN Secretariat offer a wide range of training courses and workshops, both on substantive matters (e.g., cash programming) and skills (e.g., software applications, negotiation skills), in which the intern can participate depending on work requirements.
Additional comments	

Required Qualifications

Academic qualification (student, B.A., M.A.)	At start date of the internship, intern must be enrolled in a Master's or in a Ph.D. programme, or in the final year of a Bachelor's programme; or within one year after graduation from a Bachelor's, Master's or Ph.D. programme.
Subjects	Development economics, international affairs, political science, international law or another relevant discipline. A focus on humanitarian affairs, human rights or the United Nations would be an advantage.
Language Skills	Fluent English (written and spoken). Knowledge of French would be an advantage.
Computer literacy	Very good knowledge of MS Office applications. Experience in graphic design, website design, online databases, data management, business intelligence applications (Tableau) and data visualization would be an advantage.
Internship-related experiences	Experience working with United Nations agencies or NGOs would be an advantage.
Additional skills/requirements	The following competencies are required: Professionalism – basic knowledge of humanitarian assistance, emergency relief and related human rights issues; strong analytical capacity and in particular the ability to analyze and articulate the humanitarian dimension of issues which require a coordinated response; ability to identify issues and to use sound judgment in applying technical expertise to resolve a wide range of problems; strong research skills, including the ability to evaluate and integrate information from a variety of sources and assess impact on the humanitarian situation in the countries hit by disasters and emergencies. Planning and Organizing – Ability to plan own work, coordinate the work of others, handle multiple concurrent projects/activities under pressure of tight and conflicting deadlines. Judgement/Decision Making - Ability to use sound judgment in applying technical expertise to resolve a wide range of complex issues/problems.

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Reference No.: UNOPS1, Copenhagen - Infrastructure and Project Management

Name of host organisation	UNOPS
Internship Coordinator	Kokeb Gizaw BALCHA
Address	Marmorvej 51 2100 Copenhagen Denmark
Homepage	www.unops.org

Placement Offer

Dates/duration	01.09.2017 - 28.02.2018, 6 months
Supervisor	Manager of Standards, Gordon Nuttall
Detailed description of the internship project(s); tasks assigned	<p>Purpose and Scope of Assignment Infrastructure and Project Management Support and Planning:</p> <ul style="list-style-type: none"> • Ownership of various tasks, work packages and projects as outlined and assigned in the annual work plan for the sustainable project management practice • Responsible for meeting and setting goals, targets and performance standards; reporting on own progress against work plan. • Provide practical guidance to Project/Team Managers on UNOPS Infrastructure & Project Management templates and tools; • Conduct reviews of documentation and templates based on standards and specifications provided by technical experts; • Attend the Project Management Foundation Course, implementing all lessons learned and PRINCE2® methodologies • Provide analysis and substantive reporting on various projects within the practice • Advise project personnel on corporate policy, guidelines, and UNOPS best practices related to Infrastructure and Project Management; • Ensure compliance with all policies, guidelines and instructions set out by the practice and organization • Liaise with UNOPS practices, Operations Centres (OCs) and Project Centres (PCs) on defining needs and support in terms infrastructure and project management, while providing suggestions/solutions for improvements; • Substantive monitoring and evaluation of UNOPS projects, identification of operational and financial problems, development of solutions; • Respond to inquiries from the stakeholders regarding UNOPS best practices; • Contributions to knowledge networks and communities of practice (COP) and community sites; • Day to day tasks as assigned. <p>Reporting & Tools:</p> <ul style="list-style-type: none"> • Identify areas for improvement and provide on-going maintenance and updates of the IPMG workspace with the most current information; • Willingness and ability to learn all infrastructure and project management tools and tool-kits; providing guidance and assistance as required • Develop IPMG workspace with new case studies, client profiles, UNOPS best practices, and share with the organization as required; • Interaction with internal clients and regional offices to integrate and harmonize approaches; • Drafting of articles, presentations, e-mails and other communication on PM practices and tools to share with the organization through available channels; • Support improvements to existing and new infrastructure/project management tools with focus on usability for project managers and field offices; • Provide input in implementation and metrics of PRINCE2® and UNOPS PM methodology; • Provide institutional knowledge of client projects and status for Operation Centre Directors and Regional Directors.

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Reference No.: UNOPS1, Copenhagen - Infrastructure and Project Management

	<p>Knowledge Management & Training Support:</p> <ul style="list-style-type: none"> • Maintenance, update and support of all practice materials as required (Aide-Memoire, Manuals, training materials, documentation, reviews, translations etc.) • Review and update of knowledge articles as required as well as creation of knowledge articles Page 3 of 4 • Support all training initiatives within the practice as required <p>Monitoring and Progress Controls</p> <ul style="list-style-type: none"> • Setting standard, personal and development objectives in PER • Completion of satisfactory 3 months probationary period, based on completion of tasks • Ongoing assessment of task completion, which meets quality expectations • Successfully meeting deadlines based on work plan • Completing progress reports as required • Completion of PRINCE2® Foundation Certification • Attending the PM Foundation Course
Training components and learning elements	The intern will be exposed to working in an international and culturally diverse environment. S/he will be in a unique position in a headquarters environment where s/he will be able to gain an understanding of the structure of the organization, as well as the key functions of the organization from a more strategic and policy driven level. By supporting UNOPS complete project portfolio, s/he will gain a thorough understanding of the project management & Infrastructure methodology and a working knowledge of the application of all stages of project management from initiation to project closure.
Participation in missions or training courses	The intern will participate in a 2 week comprehensive project management course, as well as having access to diverse knowledge sharing mechanisms such as targeted webinars, articles and meetings with project management & infrastructure community across UNOPS. S/he will also have the opportunity to benefit from other learning opportunities - PM Foundation Course, PRINCE2 ® Foundation, etc...
Additional comments	

Required Qualifications

Academic qualification (student, B.A., M.A.)	Advanced University degree or significant course work is required. A first-level University degree (Bachelor's or equivalent) with a relevant combination of academic credentials and 2 additional years of qualifying experience may be accepted in lieu of the advanced university degree.
Subjects	Project Management, Engineering, Infrastructure, Business Administration, Human Resources, Political Science, International Relations, Development Studies
Language Skills	Fluency in English is required. Knowledge of another UN language (preferably French or Spanish) would be an asset.
Computer literacy	Very good knowledge of Microsoft suite and experience with SharePoint is an asset.
Internship-related experiences	Minimum 1 year of relevant working experience within infrastructure and/or project management environment is required
Additional skills/requirements	Time Management Creativity and Innovation Organizational Ability and Quality Orientation Teamwork Ability Exceptional Communication Skills

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 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
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Reference No.: UNOPS2, Copenhagen - Water and Energy

Name of host organisation	UNOPS
Internship Coordinator	Kokeb Gizaw BALCHA
Address	Marmorvej 51 2100 Copenhagen Denmark
Homepage	www.unops.org

Placement Offer

Dates/duration	01.09.2017 - 28.02.2018, 6 months
Supervisor	Katrin Lichtenberg
Detailed description of the internship project(s); tasks assigned	<p>Based in Copenhagen, the UNOPS Water and Energy Cluster provides specialized project management services to bilateral and multilateral partners such as the United Nations Development Programme (UNDP), the Global Environment Facility (GEF), the United Nations Environment Programme (UNEP) and the World Bank as well as the German Federal Ministry for the Environment, Nature Conservation, Building and Nuclear Safety (BMUB) and the Italian Ministry for the Environment, Land and Sea (IMELS). Together with partners, the cluster executes projects that support sustainable development by:</p> <ol style="list-style-type: none"> 1. promoting international cooperation to prevent and reverse environmental degradation of international water systems 2. enhancing the resilience of communities and eco-systems to climate change 3. lowering emissions by bridging renewable energy solutions 4. developing Nationally Appropriate Mitigation Actions to strengthen climate-resilient <p>Under the supervision of the Head of Cluster and in close cooperation with the team members of the Water and Energy Cluster, the incumbent will have the following tasks:</p> <ol style="list-style-type: none"> 1. Business Development <ul style="list-style-type: none"> • Assist with the identification of high level opportunities in the area of water management, energy and climate change that would benefit UNOPS support • Support in-depth analysis of selected initiatives to match UNOPS service offerings to potential needs for UNOPS support of selected initiative • Help establishing selected partner profiles and engagement suggestions • Review specific aspects of WEC performance to help determine Lessons Learned for future engagements • Contribute to up-dating of the WEC BD plan • Support the Head of the Cluster in pursuing the business opportunities 2. General management of project <ul style="list-style-type: none"> • Support the start-up process of new projects and the closure of completed projects under the portfolio. • Provide assistance to the timely implementation of the portfolio entailing HR services, travel support, procurement processes, grant management and financial management and control. 3. Quality assurance

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 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
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Reference No.: UNOPS2, Copenhagen - Water and Energy

	<ul style="list-style-type: none"> • Support the establishment of clear performance parameters and control mechanisms for the overall portfolio in line with the corporate framework • Support the establishment of clear performance parameters and control mechanism for individual projects • Assist in the monitoring of established parameters
Training components and learning elements	<ul style="list-style-type: none"> • UNOPS Project management course for state-of –the-art project management capacity • Business Development training in cooperation with UNOPS Partnerships – familiarization with UNOPS BD support • On-the –job training UNOPS ERP system oneUNOPS
Participation in missions or training courses	Monitoring and BD missions, as may be required.
Additional comments	To ensure hand-on experiences the candidate will work in a small experienced team and be assigned projects for which to coordinate management support – under close supervision of the supervisor.

Required Qualifications

Academic qualification (student, B.A., M.A.)	A minimum of B.A Degree is required. A Master's Degree is preferred.
Subjects	The preferred candidate would have a combination of degrees including one in development studies, public policy and administration, international relations, economics, business, communications, or other related areas.
Language Skills	Fluency in English is required. Fluency in other UN languages is an asset.
Computer literacy	The candidate should have knowledge of, and experience with, Microsoft Office programs, particularly with Microsoft Excel, Word, and PowerPoint.
Internship-related experiences	<ul style="list-style-type: none"> • Ideally international exposure • Ideally some prior work experience in the public or private sector – stage/internship/volunteer or other assignments • Previous experience with the UN desirable but not required • Knowledge in environmental management, -engineering or environmental policy is an asset.
Additional skills/requirements	<ul style="list-style-type: none"> ▪ Ability to learn ▪ Team player ▪ Result orientation ▪ Communication skills ▪ Ability to work with a diverse team

CARLO SCHMID PROGRAMME
 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
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Reference No.: UNPBSO, New York – Planning and Application Branch

Name of host organisation	United Nations Peacebuilding Support Office (PBSO), Policy, Planning and Application Branch (PPAB)
Internship Coordinator	Henk-Jan Brinkman, Chief, Policy, Planning and Application Branch
Address	Peacebuilding Support Office, S-3034 United Nations Secretariat, New York, NY.10017
Homepage	http://www.un.org/en/peacebuilding/pbso/

Placement Offer

Dates/duration	01.09.2017 – 28.02.2018. 6 months
Supervisor	Henk-Jan Brinkman, Chief, Policy, Planning and Application Branch
Detailed description of the internship project(s); tasks assigned	<p>The intern will be assigned the following main clusters of issues:</p> <ol style="list-style-type: none"> 1) Support the implementation of the outcome of the 10-year Review of the Peacebuilding Architecture, which will be reflected in substantively identical resolutions of the General Assembly (S/70/RES/262) and the Security Council (S/RES/2282) on sustaining peace. The resolutions are very comprehensive and involve a substantial increase in the responsibilities of PBSO, including PPAB, including in enhancing coherence in the UN system and supporting the Peacebuilding Commission (PBC). 2) Consolidate and further develop PPAB as a centre of knowledge in the field of peacebuilding by analysing and producing knowledge products with lessons learned and good practices based on analysis of evaluations, assessments and reports from field operations, with a view to structuring these in a systematic and user-friendly manner. This task could include an analysis of evaluations and progress reports on projects funded by the Peacebuilding Fund and extract lessons and formulate good practices for the UN system and wider peacebuilding community. 3) Support as required the Peacebuilding Commission (PBC) in policy discussions, including in follow-up to the Annual Session, and with thematic country-specific analysis intended to assist the PBC in deepening and broadening its understanding of key emerging issues of specific relevance to peacebuilding in countries discussed by the PBC. 4) Monitor progress in the implementation of the 2030 Agenda for Sustainable Development, in particular Sustainable Development Goal 16, and the link to the sustaining peace resolutions, both in intergovernmental processes and inter-agency UN meetings. 5) Support possible work in the area of development of peacebuilding indicators, in close collaboration with DPA, DPKO and UNDP. 6) Contribute to policy analysis and policy development across a broad range of peacebuilding-related areas, including but not limited to, the rule of law, human rights, inclusivity and democratic governance, institution building, youth, gender, and private sector engagement.
Training components and learning elements	- Develop and maintain overview of multifaceted and multi-layered intergovernmental processes and negotiations, seeking and creating openings for constructive contributions to help bring them forward.

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PLACEMENT OFFER 2017/2018

Reference No.: UNPBSO, New York – Planning and Application Branch

	<ul style="list-style-type: none"> - Developing policy recommendations and advising on implementation in a complex political context, taking into considerations aspects from a wide range of policy fields. - Policy analysis and development linking disparate policy fields including security, human rights, development and humanitarian interventions.
Participation in missions or training courses	<p>No missions foreseen.</p> <p>The intern will be encouraged to actively explore relevant training options from the wide range of training courses being offered on an on-going basis to UN staff at HQ, including self-paced online training courses on conflict sensitive planning and programming.</p>
Additional comments	

Required Qualifications

Academic qualification (student, B.A., M.A.)	The <u>minimum</u> academic requirement for this internship is a B.A. Intern MUST be enrolled in graduate programme for the duration of the internship!
Subjects	International relations, conflict and war studies, political or social sciences, law, economics, public policy, or related fields. Additional knowledge of quantitative analysis would be desirable.
Language Skills	Fluency in both written and spoken English; knowledge of French is highly desirable.
Computer literacy	Fluency in use of MS Office suite of programmes.
Internship-related experiences	<ul style="list-style-type: none"> - Knowledge of the work and function of the United Nations and its main intergovernmental bodies, agencies, funds and programmes, including functions, roles, responsibilities and decision-making procedures of the UN Secretariat.
Additional skills/requirements	<ul style="list-style-type: none"> • Demonstrates integrity by modelling the UN's values and ethical standards. • Promotes the vision, mission and strategic goals of UN. • Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability. • Professionalism: understanding of and respect for the interests and perspectives of different stakeholders in a complex political environment. • Planning and organizing: ability to undertake a diversity of tasks within a demanding, multi-stakeholder environment, to prioritize among these tasks, and to work toward short deadlines. • Communication: Excellent drafting ability and communication skills, both oral and written, including ability to communicate complex processes or technical information orally and to prepare documents that are clear, concise and meaningful. • Demonstrates openness to change and ability to manage complexities.

CARLO SCHMID PROGRAMME
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 PLACEMENT OFFER 2017/2018

Reference No.: UNRWA, New York - Palestine Refugees in the Near East

Name of host organisation	United Nations Relief and Works Agency for Palestine Refugees in the Near East
Internship Coordinator	Jasmin Reitzig
Address	One UN Plaza 1265 New York City, NY, 10017 USA
Homepage	www.unrwa.org

Placement Offer

Dates/duration	04.09.2017 – 28.02.2018, 6 months
Supervisor	Jasmin Reitzig
Detailed description of the internship project(s); tasks assigned	<p>Interns will contribute to UNRWA's inter-agency, non-governmental and donor liaison tasks, as well as public information work, and provide other support as needed. The internships provide a valuable opportunity to familiarise oneself with substantive humanitarian and development policy issues and the UN system. The Intern will be responsible for assisting with the smooth functioning of the New York Representative Office, including:</p> <ul style="list-style-type: none"> • Attending hearings, briefings and other special events at the UN and within the broader NGO community; • Researching and tracking legislation as it relates to UNRWA and other issues in the Middle East; • Tracking international media coverage of issues related to UNRWA and the Middle East; • Drafting fact sheets, correspondence, talking points, and other external communications; • Assisting with representing the interests of UNRWA vis-à-vis New York-based international and non-governmental entities, with particular reference to the UN system; • Supporting the implementation of a media and communications strategy, including disseminating information to media as well as civil society and non-governmental entities and timely responses to queries from media and other entities; • Supporting the drafting, preparation and presentation of materials required for briefings to UN, the media and other governmental and non-governmental agencies in New York; • Supporting efforts to build and sustain partnerships with international organizations headquartered in the US, the private sector, national and local non-profit institutions, and high value individuals, amongst others; • Assisting in partnership and donor outreach; • Researching general issues related to the intersection between the United Nations and UNRWA's operation in the Middle East; • Assisting with arranging visits to New York by senior UNRWA officials; • Fielding public inquiries related to UNRWA; and • Assisting with the effective administrative management of UNRWA's Representative Office in New York

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Reference No.: UNRWA, New York - Palestine Refugees in the Near East

Training components and learning elements	Interns will learn about the UN system, refugee and international law, the Middle East peace process, politics of the Middle East, note taking, reporting, diplomatic communication
Participation in missions or training courses	No missions, it is not possible for interns to join staff training courses in NY
Additional comments	

Required Qualifications

Academic qualification (student, B.A., M.A.)	Must have B.A. Preferably enrolled in or recently graduated from Master's programme
Subjects	International Relations, Law, Political Science, Communications, Social Science, History, Middle East Studies, Refugee Studies, Migration Studies or related fields
Language Skills	Very good English
Computer literacy	Knowledge of Microsoft Office is required.
Internship-related experiences	Among the qualifications required include: <ul style="list-style-type: none"> • Professional discretion and rigorous respect for confidentiality; • Positive attitude and strong analytical, interpersonal and communication skills; • Proven ability to exercise the initiative and resourcefulness necessary for simultaneously pursuing multiple tasks and achieving positive outcomes; • Sound appreciation of regional context and strong general understanding of UN, as well as genuine commitment to advocacy for the humanitarian positions that underpin UNRWA's mission; • Excellent communication skills in spoken and written English, ability to draft/edit a variety of texts, and the ability to articulate positions in a clear and concise style; • Ability to maintain effective working relationships with people of diverse backgrounds, culture and nationalities; and • Sound judgment on political, media and diplomatic matters.
Additional skills/requirements	The United Nations expects the highest standards in its interns. Students should demonstrate excellent language, research and writing skills. Past experience in a professional office environment is an asset.

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Reference No.: UNSCEB, Genf - Human Resources Management

Name of host organisation	United Nations System Chief Executives Board (CEB) for Coordination, Human Resources Network (HRN)
Internship Coordinator	Mr. Michael Rosetz, Senior Inter-Agency Advisor on Human Resources Management.
Address	Palais des Nations. Av. de la Paix 14, 1211, Geneva, Switzerland.
Homepage	www.unsceb.org

Placement Offer

Dates/duration	01.09.2017 - 28.02.2018, 6 months
Supervisor	Senior Inter-Agency Advisor on Human Resources Management.
Detailed description of the internship project(s); tasks assigned	<p>The CEB is the highest inter-secretariat body for coordination in the UN system. CEB is chaired by the UN Secretary-General and is composed of the chief executives of organizations of the UN system. The CEB Secretariat also supports the work of CEB's high-level committees (High-Level Committees on Programmes and on Management). Its Geneva office is headed by a Director and supports the High Level Committee of Management and its Networks. Additional information can be found at www.unsceb.org. The position for an intern on Business Practices/Human Resources Management is located in the Geneva office and aimed at providing support for the work of the Human Resources Network, composed of the HR Directors of all UN System organizations.</p> <p>Under the overall direction and supervision of the Senior Inter-Agency Advisor on Human Resources Management, the Intern is expected to perform the following tasks:</p> <ol style="list-style-type: none"> 1. Conduct data gathering and specific research in a few mutually agreed subjects relevant to the development of the network. Research work on one of these topics can, if appropriate, serve as a basis for the thesis required in the course of the Interns' university curriculum. Topics typically include areas such as staff cost management, various HR practices like recruitment or succession planning, legal matters or psychosocial support for staff in difficult field duty stations. 2. Support in information collection and analysis, research and benchmarking of Human Resources and other relevant management topics. 3. Providing substantive and administrative support in the preparation, organization and servicing of HR, Finance and / or Procurement Network sessions and those of the High-level Committee on Management; 4. Drafting of communications and project management support in ongoing initiatives of HR Network Working Groups and initiatives, and support for enhancing the Network's communication and experience exchange through online communication and platforms. 5. Providing substantive and administrative support in the preparation, organization and servicing of HR Network sessions and those of the High-level Committee on Management; 6. Undertaking other duties as may be required.
Training components and learning elements	At the end of the internship, the selected person will have a good overview of the functioning of coordination in the UN System and the specific characteristics of its Member organisations. Furthermore, the intern will get insights into practical and

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Reference No.: UNSCEB, Genf - Human Resources Management

	strategic HR management issues at the United Nations Secretariat, Funds and Programmes and affiliated Specialized Agencies. Through the tasks, the intern will improve research and report writing skills (in particular in English). Given the direct exposure to a community of Senior and Executive managers, skills for providing decision support and giving concise presentations to such audiences will be enhanced.
Participation in missions or training courses	Depending on the timing of the internship, the incumbent will be able to attend workshops, meetings and/or training events of the HR Network or other relevant Networks.
Additional comments	

Required Qualifications

Academic qualification (student, B.A., M.A.)	Students that are near the completion of their Masters studies (within the next 6-12 months) or have just completed their studies.
Subjects	Business Administration, Public Administration, Information Management, Social Sciences or other relevant disciplines (i.e. human resources, finance, industrial psychology/sociology, legal with a focus on labour law or other related field)
Language Skills	Excellent verbal and written English, good skills in another official UN language (French, Spanish, Arabic, Russian or Chinese).
Computer literacy	Proficiency in all MS Office products is a definitive requirement (in particular Powerpoint and Excel), practical experience in handling databases (MS Access) desirable and / or analytics / visualisation tools (e.g. R, Tableau) is desirable but not required. Solid knowledge of and experience in using online collaboration platforms and tools is desirable.
Internship-related experiences	No particular experience needed, exact projects will be selected together with the intern depending on personal interest, organisational needs and specific educational background.
Additional skills/requirements	First experience in project management or project-related contexts is desirable. High interest in and motivation for the work of the United Nations and in a development context. Ability and desire to work in multicultural, diverse teams.

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Reference No.: UNV1, New York - UNV Office in New York

Name of host organisation	United Nations Volunteers
Internship Coordinator	Niels Lohmann, Team Leader Capacity Development, Human Resources Section
Address	UNV Office in New York Two United Nations Plaza DC 2 – Room 2614, New York, NY, 10017
Homepage	www.unv.org

Placement Offer

Dates/duration	01.09.2017 – 28.02.2018, 6 months
Supervisor	Dominic Allen, Chief, UNV Office in New York
Detailed description of the internship project(s); tasks assigned	<p>Organizational Context</p> <p>The UNV Office in New York (ONY) is the focal point for strengthening UNV's relationship with UNDP/HQ and for partnership-building with New York-based UN entities (Secretariat, Agencies, Funds and Programmes) as well as with the Permanent Missions to the UN (with a special focus on the Second and Third Committee of the General Assembly), including UNDP Executive Board members, to integrate volunteerism in the peace and development agenda of the United Nations. ONY represents UNV in key New York-based forums, discussions and inter-agency taskforces and identifies opportunities for partnerships with member states, global civil society organizations, including volunteer-involving organizations, as well as with private sector, philanthropic foundations and academia in North America. The ONY is composed of the Chief, a UNV Programme Specialist for Peacebuilding, an Administrative and Programme Associate, a Liaison and Partnerships Consultant, and up to two interns. The Carlo Schmid intern will work closely with all team members and interact with different offices across the UN system.</p> <p>Functions/Responsibilities:</p> <p>The intern will work under the supervision of the Chief of the UNV Office in New York to support the general work of the office, with an emphasis on policy-oriented advocacy on volunteerism in peace and development and inter-governmental affairs.</p> <ol style="list-style-type: none"> 1) Assist the Chief of the Office in monitoring the work of the General Assembly Sessions, including the First (Disarmament and International Security Committee), Second (Economic and Financial Committee), Third (Social, Humanitarian and Cultural Committee) and Forth (Special Political and Decolonization Committee) Committees of the UN General Assembly. 2) Assist the Chief of the Office in monitoring the work of the Economic and Social Council (ECOSOC) which, in accordance with the UN Charter, is the organ of the UN that studies international economic, social, cultural, and educational affairs, human rights and fundamental freedoms, and related matters. Its particular concern is international economic and social development. Within this function, special emphasis will be placed on the yearly meetings of some of the ECOSOC subsidiary bodies relevant to UNV's mandate such as: The Commission for Social Development, UN Statistical Commission, Commission on the Status of Women, The High Level Political Forum on Sustainable Development 3) Attend inter-governmental, inter-agency (UNDP and other UN agencies) and other meetings and task forces of direct relevance to UNV, and prepare brief reports and concept notes. Prepare materials about UNV's activities, as and when required, for New York-based stakeholders. 4) Assist in mapping the non-UN stakeholder landscape, i.e. mapping of both non-profit (NGOs, foundations, etc.) and corporate actors that have a stake in peace

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	<p>and development processes, as well as assist in maintaining contacts with UNV's constituency in inter-governmental bodies, NGOs and the private sector.</p> <p>5) Assist in monitoring of and researching on the inter-governmental negotiation process of the UN peacekeeping reform, the review of the UN peacebuilding architecture, and follow-up activities to the World Humanitarian Summit.</p> <p>6) Assist the Programme Specialist Peacebuilding in identifying and researching new trends in innovation in the peacekeeping, peacebuilding, humanitarian and youth-related agendas, e.g. regarding private sector engagement, south-south cooperation, new technologies, indigenous/traditional solutions, etc.</p>
Training components and learning elements	The United Nations HQ in New York is a very dynamic environment. It provides ample opportunities for learning through proactive participation in many meetings, fora and learning events at the UN. These include discussions on some of the major development issues on the international agenda, including through informal meetings, symposia and special events.
Participation in missions or training courses	Mission travel may take place when required but is not foreseen.
Additional comments	This intern will play an important part in delivering his/her function as an integral member of the UNV office in NY. As such and in view of the purpose of the office the intern will have an enormous opportunity to interact with all major UN agencies in NY.

Required Qualifications

Academic qualification (student, B.A., M.A.)	Bachelor Intern MUST be enrolled in graduate programme for the duration of the internship!
Subjects	Degree in political science, international relations, social and economic development, law, anthropology, sociology, gender or community development, or related subject matter.
Language Skills	English
Computer literacy	Proficient skills in Microsoft office applications
Internship-related experiences	<ul style="list-style-type: none"> • Knowledge and understanding of volunteering issues and their link to social development, peace and security is an asset; • Volunteer experience an asset; • Have affinity with or interest in humanitarian relief, post-conflict situations, volunteerism as a mechanism for durable development, and the UN System; • Ability to work in multi-cultural setting.
Additional skills/requirements	<ul style="list-style-type: none"> • Strong research, drafting and analytical skills; • Excellent writing skills in English; • Strong interpersonal skills; • Strong communication and presentation skills; • Strong team player attitude required; • Understanding of the UN system and its values, such as integrity, professionalism and respect for diversity; • Manages well in a fast-paced work environment under tight deadlines and some stress; • Keeps a good sense of humour in the office; • Highly organized, motivated and independent self-starter, who is able to take initiative with some supervision; • Genuine commitment towards the principles of voluntary engagement, which includes solidarity, compassion, reciprocity and self-reliance; and commitment towards the UN core values.

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Reference No.: UNV2, Nairobi - Knowledge Management

Name of host organisation	United Nations Volunteers (UNV)
Internship Coordinator	Niels Lohmann, Team Leader Capacity Development, Human Resources Section
Address	UNV Regional Office for East and Southern Africa UN Complex Gigiri UNON 00100. Nairobi, Kenya
Homepage	www.unv.org

Placement Offer

Dates/duration	01.09.2017 – 30.06.2018, 10 months
Supervisor	Tapiwa Kamuruko, Regional Manager
Detailed description of the internship project(s); tasks assigned	<p>The United Nations Volunteers (UNV) programme contributes to peace and development through volunteerism worldwide. We work with partners to integrate qualified, highly motivated and well supported UN Volunteers into development programming and promote the value and global recognition of volunteerism.</p> <p>Organizational background</p> <p>Within the context of the UNV Strategic Framework and through the Global Programmes, the UNV Regional Offices provide high quality programmatic support and establish strategic partnerships at the regional level to promote volunteerism for peace and development in their respective regions. Currently, the team consists of a Regional Programme Manager, five International UN Volunteers Specialists with thematic profiles based on the five Global Programmes: Securing Access to Basic Social Services, Community Resilience for Environment and Disaster Risk Reduction, Peace Building, Youth and National Capacity Development through Volunteer Schemes, and one Fully-Funded International UN Volunteer – Report and Conference Coordination Specialist. The team is supported by a Programme Associate.</p> <p>Description of tasks</p> <p>The Knowledge Management Intern will participate in the implementation of the Regional Office Knowledge Management (KM) strategy. He/she will participate in the following key functions:</p> <ul style="list-style-type: none"> • Planning and design of a Knowledge Management strategy and work plan • Implementation of the Knowledge Management strategy and plan • Facilitation of knowledge building and knowledge sharing <p>Under the direct supervision of UNV Regional Manager for the East and Southern Africa region, the intern will undertake the following tasks:</p> <ul style="list-style-type: none"> • Conduct a knowledge management needs assessment for the Regional Office • Develop and implement the Regional Office's knowledge management strategy and work plan in collaboration with the office team • Review existing project progress reports and/or evaluation reports to identify potential lessons learned and capture best practices • Develop and maintain a database of knowledge products of different projects/initiatives • Develop and design key project knowledge products into simple and attractive communications materials for dissemination • Contribute to organising of key events organised by the Regional Office to raise profile and visibility of UNV and volunteerism • Actively promote knowledge sharing and learning culture in the office <p>Results/Expected Outputs</p> <ul style="list-style-type: none"> • High quality knowledge products produced • Identification of best practices and lessons learned

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Reference No.: UNV2, Nairobi - Knowledge Management

	<ul style="list-style-type: none"> • Promotion of the work of the UNV Regional Office and UNV Field Units in the region. • Assistance to the development of information pipelines in terms of mapping, reporting, and design of knowledge products • A final statement of achievements towards volunteerism for peace and development during the assignment
Training components and learning elements	The assignment will provide the intern with the opportunity to play a key role in the documentation and dissemination of knowledge generated in East and Southern Africa through a variety of communication channels. S/he will be involved in a variety of tasks involving UNV projects, other UN agencies operating in the region as well as other actors.
Participation in missions or training courses	Most learning will occur on the job; formal training as well as missions within the country or regional will be discussed as required to carry out the functions assigned.
Additional comments	Some flexibility is possible with regard to the start date provided an EOD in September/October 2017 can be agreed.

Required Qualifications

Academic qualification (student, B.A., M.A.)	Bachelors Degree
Subjects	Social science, development studies, communication, journalism, graphic design, sociology, international relations or a related field.
Language Skills	English; French an advantage
Computer literacy	Experience in handling of social media communication tools and web-based management systems. In particular, the following will be an advantage: <ul style="list-style-type: none"> - computer and office software packages (MS Word, Excel, PowerPoint, social media, and others). - Photo editing software (Adobe Photoshop, Adobe Lightroom). - Publishing and design software packages (macromedia, Dreamweaver, publisher, web editor, etc.)
Internship-related experiences	<ul style="list-style-type: none"> - Relevant work experience in the area of journalism, communication, public relations and/or knowledge management in design and production of attractive communication products. - Experience in working through social media platforms would be an added advantage. - Excellent writing skills, particularly in the area of human interest stories, media material.
Additional skills/requirements	<ul style="list-style-type: none"> - Good interpersonal, networking and communication skills; - Willingness to contribute and work as part of a team; - Flexible and open to learning and new experiences; - Respect for diversity and adaptability to other cultures, environments and living conditions.

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Reference No.: UNV3, Panama Stadt - Regional Programme Development

Name of host organisation	United Nations Volunteers
Internship Coordinator	Niels Lohmann, Team Leader Capacity Development, Human Resources
Address	United Nations Volunteers (UNV) – Regional Centre, Panama Ciudad del Saber, Gustavo Lara Street, Building 144 B, Panamá
Homepage	www.unv.org

Placement Offer

Dates/duration	01.09.2017 - 31.05.2018, 9 months
Supervisor	Francisco Roquette, UNV Regional Manager, UNV Regional Office in Panama
Detailed description of the internship project(s); tasks assigned	<p>Job Summary</p> <p>The Intern will be actively involved in the Regional Centre's work on the development of regional programmes and initiatives on youth and community resilience for climate change and disaster risk reduction as well as research to support in the development on volunteerism in the Latin America and the Caribbean region. Main tasks will include identifying entry points, including for the private sector, strengthening partnerships and supporting project development.</p> <p>He/she will be involved in outreach activities and conceptual work with regard to youth and community resilience for climate change and disaster risk reduction. It should be also noted that the focus is regional, with sub-regional follow-up, i.e. Central America, Caribbean and South America. It will entail resource mobilization assistance (map trust funds, calls for proposals, potential donors by thematic areas in the region and keep resource mobilization documents updated) and research (contribute to needs assessments and situation analysis data for concept notes, collect information on volunteerism and LAC).</p> <p>Functions/Responsibilities:</p> <p>The Intern will work under the direct supervision of the UNV Regional Manager for the Latin America and the Caribbean region. Additionally, the Intern will receive support as required from the UNV Environmental focal point (a former Carlo Schmid Intern herself) and the logistical, every day support from the UNV Regional Office in Panama (which in turn is supported by the UN system, namely the UN Department for Safety and Security) as well as the UNV Headquarters Team. The Intern will be part of UNV's work on youth and community resilience for disaster risk reduction and climate change, two of the five priority areas of UNV's strategic framework 2014-2017.</p> <p>Expected key areas of work:</p> <p>The Intern will be fully integrated into the work of the Regional Office and have insights and exposure to all relevant processes at local and regional level. These include:</p> <ul style="list-style-type: none"> - Support the development and initiation of regional programmes on youth and community resilience for climate change and disaster risk reduction; - Support the UNV efforts in forging partnerships with the private sector as well as south-south cooperation; - Support the integration of volunteerism in youth and community resilience for climate change and disaster risk reduction policy notes and guidance/practice notes; - Collect best practices from the region with regard to volunteerism for youth development and community resilience for climate change and disaster risk reduction; - Support the organisation of advocacy events to promote volunteerism in work on community resilience for climate change and disaster risk reduction; - Strengthen the volunteer base in the region for climate change advocacy. <p>We encourage the Intern to develop a concrete knowledge product e.g. in the format of a short paper on youth, private sector and climate change adaptation and how</p>

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Reference No.: UNV3, Panama Stadt - Regional Programme Development

	<p>volunteerism in the context of Latin America can be a valid programmatic response, based on his/her learning as one specific result of his/her work. We also appreciate if the Intern contributes creatively to the implementation of the UNV global programmes on youth and community resilience for climate change and disaster risk reduction in the region.</p> <p>Furthermore the Intern can contribute to the following areas depending on his/her interests:</p> <ul style="list-style-type: none"> - Support the dissemination of knowledge products which document UNV's experiences and lessons learned, especially with regard to UNV's environment partnerships; - Contribute to the identification of best practices among various experiences which UNV has had and ensure highlighting them on UNV's knowledge portal.
Training components and learning elements	<p>The UNV Regional Office in Panama has a very dynamic environment. It provides ample opportunities for learning through proactive participation in many meetings, fora and learning events at the UN. Panama in itself, as a regional hub, hosts several conferences and workshops, which provide opportunities for learning and networking. These include discussions on some of the major development issues on the international agenda, including through informal meetings, symposia and special events. The Intern will have an agreed period for learning about UNV, its work and the activities of the Office in Panama and the region. He/she will be provided with clear orientation and regular coaching. After assessing the correct understanding of the roles and responsibilities of UNV, the Intern will have the opportunity to attend the above mentioned meetings and events where UNV is formally involved by him/herself or with another team member.</p> <p>In addition to the regular tasks in the portfolio for this internship, the incumbent will have the opportunity, if interested, to participate in any additional activities of personal interest that would contribute to his/her professional development through attendance of seminars, conferences and meetings organized by the UN and partners on a range of topics related to youth and community resilience for climate change, disaster risk reduction and environment.</p>
Participation in missions or training courses	<p>In the context of programme development, there might be opportunities for field missions. At the same time, in view of the many visitors coming from UNV Field Units and UNV HQ to Panama and the Intern will be exposed to a diversity of colleagues and experiences throughout his/her experience. Most of the training will be through learning on the job. In addition, and to the extent possible, where there is possibility of training in areas managed by the UNDP Learning Resource Centre, these will be sought for the Intern – a successful approach pursued in the past with other Interns.</p>
Additional comments	<p>This internship will support the development and initiation of concrete regional and national proposals in the context of two key UNV Global Programmes: 1) Youth and 2) Community resilience for climate change and disaster risk reduction.</p>

Required Qualifications

Academic qualification (student, B.A., M.A.)	Bachelors Degree
Subjects	Degree in environmental science/climate change, social sciences (particularly related to youth issues) or any other degree such as political science, international relations or development that has also a focus on environment and climate change.
Language Skills	English and Spanish. Portuguese an asset.
Computer literacy	Proficient skills in Microsoft office applications.
Internship-related experiences	<ul style="list-style-type: none"> • Any experience with youth development and community resilience for climate change and disaster risk reduction projects will be an asset; • Volunteer experience will be an asset; • Ability to work in multi-cultural settings.
Additional skills/requirements	<ul style="list-style-type: none"> • Strong drafting and organizational skills; • Excellent writing skills; • Strong interpersonal skills; • Strong communication and presentation skills; • Strong team player attitude required; • Understanding of the UN system and its values, such as integrity, professionalism and respect for diversity; • Keeps a good sense of humour in the office; • Well organized and independent.

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Reference No.: UNV4, Dakar – Field Unit

Name of host organisation	United Nations Volunteers
Internship Coordinator	Niels Lohmann, Team Leader Capacity Development, Human Resources
Address	UNV Field Unit Immeuble Wollé Ndiaye, Parcelle 10, Zone 3, Almandies, PO Box 154 Dakar, Senegal
Homepage	www.unv.org

Placement Offer

Dates/duration	01.09.2017 – 28.02.2018, 6 months
Supervisor	Renata Farias, UNV Programme Officer
Detailed description of the internship project(s); tasks assigned	<p>The United Nations Volunteers (UNV) programme contributes to peace and development through volunteerism worldwide. We work with partners to integrate qualified, highly motivated and well supported UN Volunteers into development programming and promote the value and global recognition of volunteerism.</p> <p>UNV is active in around 130 countries every year. With Field Presences in over 80 countries, UNV is represented worldwide. UNV has a staff of around 150 at headquarters in Bonn, Germany, and almost 7,000 volunteers deployed in the field. Four Regional Offices develop regional interventions to advance peace and development under the umbrella of the UNV Global Programmes. The Regional Offices also broker opportunities for the mobilization of UN Volunteers in support of the UN system's country-level activities, as well as to widen spaces at the regional level for volunteerism as a form of civic engagement, through increased capabilities and regional partnerships with UN and non-UN entities. In addition, they provide technical assistance to UNV's Field Units. At the country level, UNV Field Units interact with UN entities to strategically and meaningfully integrate volunteerism into the implementation and delivery of their mandates. As part of this process, UNV works with UN entities to identify opportunities where volunteers add specific and unique value to development programmes and peacekeeping missions.</p> <p>Description of tasks</p> <p>Under the direct supervision of the UNV Programme Officer, and in close collaboration with the UNV Programme Assistant, the intern will provide support to the UNV Field Unit in Senegal and undertake the following tasks:</p> <ul style="list-style-type: none"> • Assist with the implementation of the UNV programme in Senegal by supporting the preparation of relevant documentation i.e. project summaries, conference papers, speeches, etc, and participating in meetings and public information events on volunteerism. • Support the UNV Field Unit in developing information, outreach and communication materials about volunteering; • Research communication, best practices and innovative resources for social media strategies, focusing on participant-driven content; • Support preparation of content updates of websites and social media outlets; • Promote and strengthen volunteerism and community participation within UN Communication for Development efforts and foster community empowerment; • Technically support the UNV Field Unit in data collection and research about impacts of volunteerism in Senegal, and capitalization of lessons learned, best practices, success stories; • Support the promotion of International Volunteer Day (IVD); • Maintenance of information database and photo library;

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FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
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Reference No.: UNV4, Dakar – Field Unit

	<ul style="list-style-type: none"> Assist in the identification of capacity gaps among partners from the National Committee of Coordination and Promotion of Volunteerism and development of strategies to fill the gaps observed. Contribute to design and deliver, or facilitate training interventions.
Training components and learning elements	<p>The intern will have an outstanding opportunity to work as an integral part of an active team involved in UNV's operational and programmatic activities at the country level. With regard to professional skills the learning elements for the intern include the development of:</p> <ul style="list-style-type: none"> Professional skills: including specific competencies and reflection on assignment-related abilities; and on-the-job skills such as time management, problem solving, team building; and career preparedness such as interview skills, CV preparation, job searching. Inter-personal skills: including communication and listening skills; multi-cultural awareness and cultural competency; and conflict and stress management.
Participation in missions or training courses	The intern will have opportunities to participate in training courses and workshops offered to the UN Volunteers in Senegal.
Additional comments	The intern work plan will be prepared jointly with the intern. UNV Field Unit holds team meetings and team trainings on a regular basis, which the intern will also attend. During these meetings the intern's work will be reviewed and she/he will receive any guidance and/or instructions, namely from the supervisor, that may be required in order to allow him/her to properly carry-out the assigned tasks.

Required Qualifications

Academic qualification (student, B.A., M.A.)	Bachelors degree
Subjects	Public Relations, communications, development, social marketing, social investment, social sciences.
Language Skills	<ul style="list-style-type: none"> Good knowledge of English Above-average knowledge of French
Computer literacy	<ul style="list-style-type: none"> Experience in the use of computers and office software packages (MS Word, Excel). Knowledge of photo editing software (Adobe Photoshop). Keen user of social media. Use of publishing and design software packages (macromedia, Dreamweaver, publisher, web editor, etc.) would be an advantage.
Internship-related experiences	<ul style="list-style-type: none"> Demonstrated interest or experience promoting the activities of a development organization would be an asset Understanding of proper image formatting, editing, and enhancing techniques, knowledge of photo editing software and keen eye for photography would be an advantage.
Additional skills/requirements	<ul style="list-style-type: none"> Self-motivation and proven ability to take initiative; Ability to work in a team, to multi-task and to meet deadlines Be gender sensitive (gender equality awareness) Motivated to contribute towards peace and development and to serve others; Good interpersonal, networking and communication skills; Willingness to contribute and work as part of a team; Flexible and open to learning and new experiences; Respect for diversity and adaptability to other cultures, environments and living conditions; Previous experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) would be highly regarded.

CARLO SCHMID PROGRAMME
FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
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Reference No.: UNV5, Dakar - Capacity Development

Name of host organisation	United Nations Volunteers
Internship Coordinator	Niels Lohmann, Team Leader Capacity Development, Human Resources
Address	UNV Regional Office for West and Central Africa Immeuble E, Complexe CITAMIL – Point E. BP 5640 Dakar – Fann, Senegal
Homepage	www.unv.org

Placement Offer

Dates/duration	01.09.2017 – 31.05.2018 , 9 months
Supervisor	Afke Bootsman, Regional Manager, ROWCA and Niels Lohmann, Team Leader Capacity Development
Detailed description of the internship project(s); tasks assigned	<p>The United Nations Volunteers (UNV) programme contributes to peace and development through volunteerism worldwide. We work with partners to integrate qualified, highly motivated and well supported UN Volunteers into development programming and promote the value and global recognition of volunteerism.</p> <p>UNV is active in around 130 countries every year. With field presence in over 80 countries, UNV is represented worldwide. UNV has a staff of around 150 at headquarters in Bonn, Germany, and almost 7,000 volunteers deployed in the field. Four Regional Offices develop regional interventions to advance peace and development under the umbrella of the UNV Global Programmes. The Regional Offices also broker opportunities for the mobilization of UN Volunteers in support of the UN system's country-level activities, as well as to widen spaces at the regional level for volunteerism as a form of civic engagement, through increased capabilities and regional partnerships with UN and non-UN entities. In addition, they provide technical assistance to UNV's Field Units.</p> <p>At the country level, UNV Field Units interact with UN entities to strategically and meaningfully integrate volunteerism into the implementation and delivery of their mandates. As part of this process, UNV works with UN entities to identify opportunities where volunteers add specific and unique value to development programmes and peacekeeping missions.</p> <p>Description of tasks</p> <p>The intern will work as an integrated member of UNV's Regional Office for West and Central Africa. Under the direct supervision of the UNV Regional Manager and of the Team Leader, Capacity Development, the intern will play a key role in supporting capacity development and learning projects and initiatives for UN Volunteers serving in various UN agencies and peacekeeping missions in the west and central Africa region. He will assume the following tasks:</p> <ul style="list-style-type: none"> • Assist with the design, implementation and delivery of capacity building programmes for UN Volunteers serving in the region. • Providing planning and logistics support prior to and during the delivery of UNV's youth volunteer Assignment Preparation Trainings and other learning programmes for UN Volunteers taking place in the west and central Africa region. • Work with UNV field units to prepare proposals for volunteer training and capacity development projects at the country level by conducting research, liaising with UNV personnel, external service providers and drafting project proposals. • Design, conduct and analyse the results of a comprehensive learning needs assessment for national and international UN Volunteers serving with other UN agencies in the region.

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Reference No.: UNV5, Dakar - Capacity Development

	<ul style="list-style-type: none"> Assess the use of online learning and social media, develop recommendations and take actions to promote their usage in support of capacity development and learning. Contribute to the content design and delivery of training interventions managed by the regional office
Training components and learning elements	<p>The intern will have an outstanding opportunity to gain conceptual as well as operational experience in the Human Resources fields of capacity development and learning. Working as an integral part of both the UNV Regional Office team based in Dakar and the UNV Capacity Development team based at UNV HQ, s/he will gain a significant amount of regional and thematic experience.</p> <p>S/he will be given opportunity to actively participate in the trainings, workshops and capacity development programmes organized. If any specific technical training may be required to carry out the tasks assigned, then provisions will be put in place accordingly.</p>
Participation in missions or training courses	The intern will be expected to take part in missions in the west and central Africa region in support of capacity development programmes for UN Volunteers and UN Youth Volunteers.
Additional comments	This internship represents a unique opportunity for a motivated intern with a Human Resources, Education or Social Science background to acquire highly relevant professional experience while at the same time gaining solid field experience and getting to know a number of other UN actors in the region.

Required Qualifications

Academic qualification (student, B.A., M.A.)	Bachelors degree
Subjects	Human Resources Management, Adult Education, Psychology, Social Sciences or a related relevant field.
Language Skills	<ul style="list-style-type: none"> Good knowledge of English and French, both oral and written.
Computer literacy	<ul style="list-style-type: none"> Experience in the use of computers and office software packages (MS Word, Excel, Powerpoint). Demonstrated user of social media.
Internship-related experiences	<ul style="list-style-type: none"> Demonstrated interest or prior experience in the area of Human Resources, in particular capacity development, learning and development, training or adult education would be a distinct advantage. Prior experience, travel or work in Africa would be an asset.
Additional skills/requirements	<ul style="list-style-type: none"> Motivated to contribute towards peace and development and to serve others; Self-motivation and proven ability to take initiative; Ability to work in a team, to multi-task and to meet deadlines; Good interpersonal, networking and communication skills; Willingness to contribute and work as part of a team; Respect for diversity and ability to adapt to other cultures, environments and living conditions; Previous experience as a volunteer would be highly regarded.

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FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
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Reference No.: WB1, Washington D.C.- International Development Association

Name of host organisation	World Bank, International Development Association (IDA)
Internship Coordinator	Nadine Weber
Address	1818 H Street, NW, Washington, DC 20433 USA
Homepage	www.worldbank.org

Placement Offer

Dates/duration	01.09.2017 – 28.02.2018, 6 months
Supervisor	Rinki Singh (business) & Paulo Baioni (IT systems)
Detailed description of the internship project(s); tasks assigned	<p>The International Development Association (IDA) is the part of the World Bank that helps the world's poorest countries. Established in 1960, IDA aims to reduce poverty by providing loans (called "credits") and grants for programs that boost economic growth, reduce inequalities, and improve people's living conditions.</p> <p>IDA complements the World Bank's original lending arm—the International Bank for Reconstruction and Development (IBRD). IBRD was established to function as a self-sustaining business and provides loans and advice to middle-income and credit-worthy poor countries. IBRD and IDA share the same staff and headquarters and evaluate projects with the same rigorous standards.</p> <p>IDA is one of the largest sources of assistance for the world's 77 poorest countries, 39 of which are in Africa. It is the single largest source of donor funds for basic social services in these countries. IDA lends money on concessional terms. This means that IDA charges little or no interest and repayments are stretched over 25 to 38 years, including a 5- to 10-year grace period. IDA also provides grants to countries at risk of debt distress. In the fiscal year ending June 30, 2015, IDA commitments totaled \$19 billion, of which 13 percent was provided on grant terms.</p> <p>Due to the concessional nature of IDA credits, grants and guarantees, recurrent replenishments are inalienable; hence, IDA is dependent on donors and their ability and willingness to contribute. The IDA Resource Mobilization Department (DFIRM) of the World Bank, under the Development Finance Vice-Presidency (DFI), is responsible for mobilizing, managing and allocating the resources of IDA. It consists of two teams: the finance team, which manages IDA's financial operations, and the operations team, which manages the process of allocating IDA's resources to eligible countries.</p> <p>The intern will be a member of the finance team and will report to the Manager, Finance with guidance from a Financial Officer and a Business Analyst. S/he will contribute to the day-to-day management of financial transactions related to IDA and MDRI (Multilateral Debt Relief Initiative) capital subscriptions and contributions. This involves, but is not limited to, the following tasks:</p> <ul style="list-style-type: none"> – Participate in analyzing and controlling the financial management and accounting of IDA contributions. This task requires that the intern familiarizes with IDA's highly customized SAP system; – Prepare donor briefs for senior management to provide senior management with an overview of each donor's situation; – Donors have decided to meet regularly in order to discuss topics related to IDA's financial sustainability. The intern will contribute to the working group meetings through the preparation of simulations (in Excel) and papers; – Furthermore, the intern may be involved in the development of the customized SAP system called STAR (System for Tracking and Accounting of Resources) through the following tasks: <ul style="list-style-type: none"> • Identify business needs for system improvements and coordinate with business analyst; • Participate/collaborate in the design, development and testing of new systems or system enhancements; • Comment on Business Requirement Documents and any other

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Reference No.: WB1, Washington D.C.- International Development Association

	documentation prepared for new system development. The intern will work both independently and in a team and be involved in a broad range of responsibilities in the DFIRM Finance team. Depending on her/his skills and interests, the intern will be able to emphasize certain tasks and extend the spectrum of tasks, if desired.
Training components and learning elements	<ul style="list-style-type: none"> – Learn how IDA mobilizes and manages funds; – Learn how to work with Government officials from IDA member countries (donors and to a lesser extent recipient countries); – Learn how an IDA replenishment is conducted; – Be trained on the SAP/STAR system and learn, how customized system development takes place; – Learn how IDA manages its liquidity and performs currency hedges; – Learn how to work across Bank units and in a multi-cultural environment.
Participation in missions or training courses	No missions are planned – World Bank training courses are available and might be envisaged based on the skills and interests of the selected candidate.
Additional comments	We have had a very positive experience with the last intern who performed many different tasks in our team and became very rapidly a strong contributor to our business. Since this past placement was such a success we have decided to post the exact same placement offer again hoping that the potential next intern will have the same positive experience in our team.

Required Qualifications

Academic qualification (student, B.A., M.A.)	B.A. or Vordiplom
Subjects	Finance, Accounting, Mathematics, Information Technology or any related field
Language Skills	English
Computer literacy	Experience with Excel and Word is required, knowledge of SAP would be an advantage but is not required
Internship-related experiences	Risk Management/Banking would be an advantage but is not required
Additional skills/requirements	<ul style="list-style-type: none"> – Ability to think strategically, creatively and practically – Highly organized, attention to detail, and ability to carry out financial analysis in a systematic and structured manner. – Strong oral and written communication skills – Strong interpersonal skills and diplomatic skills – Strong problem-solving skills with a demonstrated capacity to identify pragmatic solutions and to integrate contributions from different sources – Accuracy and numeric facility is extremely important. – Familiarity with accounting policies and procedures would be an advantage – Skills in system development and translating business needs into systematic programs would be an advantage

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Reference No.: WB2, Washington D.C. - Budget, Performance Review & Strategic Planning

Name of host organisation	The World Bank
Internship Coordinator	Marie-Renee Bakker, Manager BPSPS
Address	1818 H Street, N.W. Washington D.C, 20433 USA
Homepage	www.worldbank.org

Placement Offer

Dates/duration	01.09.2017 - 28.02.2018, 6 months
Supervisor	Marie-Renee Bakker
Detailed description of the internship project(s); tasks assigned	<p>Background</p> <p>1. The Budget, Performance Review & Strategic Planning Corporate Middle Office Department (BPSCM) is part of the World Bank's Budget, Performance Review and Strategic Planning Vice Presidency (BPS). BPSPS (the Corporate Center of Expertise for Bank-wide Policies and Systems) is comprised of three functional pillars: Systems & Data Governance, Budget Monitoring & Reporting, and Knowledge Management & Policy. The BPSPS team has a critical role to play in improving client service delivery across the whole of BPS, and coordinates efforts to streamline and harmonize processes, develop and maintain systems, and capture and disseminate reliable information.</p> <p>2. The Consultant (Intern) will be assigned to one or more BPSPS functional pillars (teams), and report in work-related matters primarily to the leader(s) of these pillars.</p> <p>Scope of Work</p> <p>3. It is expected that the Consultant will primarily focus on: data processing, verification, and analysis; designing, monitoring, and stimulating compliance on bank-wide policies and procedures; maintain and provide governance on Resource Management infrastructure (including data and systems); budgeting & performance management within and outside the Bank (e.g. external benchmarks); develop/improve standard budget reports; and support the production of reports and presentations.</p> <p>Skills</p> <p>4. In addition to possessing a relevant background in economics, finance or a related discipline, the Consultant should preferably be familiar with EXCEL and PowerPoint as well as with modern performance management concepts and techniques. Familiarity with the Bank's Agenda on Global Program/Partnerships and Governance and Anti-corruption program is desirable.</p>
Training components and learning elements	While at the World Bank Headquarters in Washington, D.C., the consultant can participate in the Bank's internal training courses on subjects relevant to the Department's work.
Participation in missions or training courses	
Additional comments	

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Reference No.: WB2, Washington D.C. - Budget, Performance Review & Strategic Planning

Required Qualifications

Academic qualification (student, B.A., M.A.)	B.A., M.A. preferred
Subjects	Economics, Finance, Public Administration, Statistics
Language Skills	Proficiency in English
Computer literacy	Proficiency in MS Office, specifically in Excel and PowerPoint. Knowledge of SAP/Business Warehouse (or similar enterprise systems) & statistical packages is an advantage.
Internship-related experiences	
Additional skills/requirements	

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Reference No.: WB3, Washington D.C. - Operations Policy and Country Services (OPCS)

Name of host organisation	The World Bank
Internship Coordinator	Mark LaPrairie, Special Assistant to the Vice President, Office of the Vice President, Operations Policy and Country Services (OPCS)
Address	1818 H Street, NW Washington, DC 20433 USA
Homepage	www.worldbank.org

Placement Offer

Dates/duration	01.09.2017 – 28.02.2018, 6 months
Supervisor	Mark LaPrairie
Detailed description of the internship project(s); tasks assigned	<p>Operations Policy and Country Services (OPCS) plays a pivotal role in achieving the World Bank Group's mission. OPCS assists frontline staff in delivering results to clients through sound operations policy and strong country support. In the new World Bank Group structure, OPCS is at the center of operations and delivery, and serves as the link between the Global Practices and the Regions. OPCS develops and oversees the Bank's operational policies for country strategies, lending operations, advisory services and analytical support, procurement, and environmental and social safeguards. It also oversees the Bank Group's Corporate Scorecard; manages interactions with the Bank's oversight units; and co-leads the results measurement and evaluation stream in the Bank Group. OPCS teams also provide advice and support to World Bank management and staff as well as hands-on assistance to help teams leverage the Bank's policies, processes, and risk management tools for our country clients.</p> <p>Working in OPCS helps World Bank professionals gain broad exposure to strategic operations issues and develop a deeper understanding of the business of the Bank. Some of the major initiatives OPCS is currently working on include: reforming environmental and social safeguards, and procurement; simplifying processes and procedures to help clients get faster results; and measuring client feedback and progress towards the Bank Group's goals.</p> <p>This internship will be based in the Office of the Vice President for OPCS. The person selected for this position will work directly with the OPCS Vice President and staff in the Vice President's Front Office.</p> <p>The intern's responsibilities will include:</p> <ul style="list-style-type: none"> • Assist the Vice President of OPCS with tasks related to the reform of the environmental and social standards for World Bank operations, including tasks related to change management, implementation plans and communications with internal and external stakeholders, under the supervision of the OPCS communications team. • Perform research and analysis for the Vice President and other Front Office staff in various areas of Bank activity, including Bank operations, portfolio, advisory services, knowledge and learning, financial matters, and other issues of interest to Vice President. • Review documents and reports and provide comments and summaries to the Vice President and Front Office staff. • Write briefs, power point presentations and notes for the Vice President,

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Reference No.: WB3, Washington D.C. - Operations Policy and Country Services (OPCS)

	<p>prepare background materials for meetings, write minutes and help with the follow up.</p> <ul style="list-style-type: none"> • Work with the Front Office Manager on cross-cutting OPCS issues such as streamlining of institutional processes and practices. • Use advanced word processing or desktop publishing skills to produce complex text, reports, figures, graphs, etc., according to standard Bank formats. Incorporate agreed comments into documents, making full use of shared drives and software capabilities. • Assist in the preparation of and logistical planning for various events: town halls, conferences, workshops, front office retreats, meetings, videoconferences, audio conferences and other unit events • Share miscellaneous responsibilities and undertake other duties as needed.
Training components and learning elements	<p>The internship in OPCS will:</p> <ul style="list-style-type: none"> • Help the selected candidate learn about the World Bank business, strategic directions, operational policies and practices. • Allow the candidate to get familiar with the social and environmental aspects of development. • Enhance the candidate's skills to perform research, work on documents, power points and briefing notes. • Strengthen the candidate's organizational and planning skills.
Participation in missions or training courses	The intern will have the opportunity to attend training courses and events held at the World Bank Headquarters in Washington DC.
Additional comments	

Required Qualifications

Academic qualification (student, B.A., M.A.)	A completed Bachelor's degree in Economics, International Development, Business Administration, Public Sector Management, or other relevant field is required. Candidates with an advanced degree (Master's or equivalent) will be preferred.
Subjects	
Language Skills	Strong English language proficiency - speaking, reading and writing. Fluency in other languages is a plus.
Computer literacy	Fluency in the use of Microsoft Word, PowerPoint, Excel, Outlook.
Internship-related experiences	Previous work experience in World Bank client countries is desirable.
Additional skills/requirements	<ul style="list-style-type: none"> ▪ Ability to multi-task and working under tight deadlines. ▪ Commitment to teamwork, knowledge-sharing, and ability to influence across organizational boundaries. ▪ Ability to communicate ideas effectively and to interpret information and data quickly and clearly, including with informative graphs and charts. ▪ Strong interpersonal skills and ability to work in a multicultural team environment.

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Reference No.: WB4, Washington D.C. - Disaster Risk Management

Name of host organisation	The World Bank
Internship Coordinator	Ana Campos Garcia (Senior Disaster Risk Management Specialist, Latin America and Caribbean Disaster Risk Management and Urban Unit - GSURR)
Address	Ana Campos Garcia GSURR - Global Practice for Social, Urban, Rural and Resilience The World Bank, 1818 H Street, NW Washington, DC 20433, USA
Homepage	www.worldbank.org/en/region/lac

Placement Offer

Dates/duration	01.09.2017 – 28.02.2018, 6 months
Supervisor	Ana Campos Garcia (Senior Disaster Risk Management Specialist, Latin America and Caribbean Disaster Risk Management and Urban Unit - GSURR)
Detailed description of the internship project(s); tasks assigned	<p>The mission of the Latin America and Caribbean Disaster Risk Management and Urban Unit within the Global Practice for Social, Urban Rural and Resilience (GSURR) is to work with national and local governments in Latin America and the Caribbean to reduce urban poverty, expand access to services, and enable cities to become more liveable, economically productive, environmentally sound, and less vulnerable. The Unit pursues these objectives by: (i) financing investments, (ii) providing technical assistance, and (iii) undertaking non-lending analytical and policy advisory work. In the area of Disaster Risk Management (DRM), the Unit focuses its work around four pillars: (i) risk identification; (ii) risk reduction; (iii) risk financing; as well as (iv) disaster recovery and reconstruction.</p> <p>Within its program, the Unit serves Central American and Caribbean countries which are highly exposed to natural hazards – both physically and financially. While earthquakes are associated with the highest probable maximum loss per event in Central America and some Caribbean states, extreme rainfall events caused the greatest accumulated losses to countries in both sub-regions. According to the Global Climate Risk Index 2013, hydro-meteorological disasters are the most frequent, with associated damages and losses equivalent to more than one percent of national GDP per year for 14 countries in Central America and the Caribbean.</p> <p>Within this general framework, the candidate will support the Latin America and Caribbean Disaster Risk Management and Urban Unit by taking on tasks falling under the following categories:</p> <ul style="list-style-type: none"> • Provide technical inputs to Central American Governments related to the implementation of World Bank-financed DRM portfolios; • Contribute to analytical work such as reviewing the relevant policy, institutional, and regulatory frameworks to shed light on roles, responsibilities, and instruments for incorporating climate change and disaster resilience considerations into urban development processes in the six Central American countries; the assessment of economic and fiscal impacts of natural disasters; a review of the public sector DRM expenditure, among other diagnostic activities to inform advisory services aimed at strengthening government's DRM programs and systems for post disaster budget execution in selected countries; • Support the identification and preparation of DRM lending and grant projects, specifically as it pertains to (i) preparation of project concept notes; (ii) preparation of project identification documents; (iii) preparation of project appraisal documents and Board packages; (iv) preparation of operation manuals, procurement plans, disbursement schedules and project activity matrices; • Support the Central American DRM team in the execution of projects, specifically as it pertains to (i) ensuring that all project covenants are and remain satisfied; (ii) review terms of reference and bidding documents; (iii) liaise with Bank fiduciary, safeguard and financial management colleagues;

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Reference No.: WB4, Washington D.C. - Disaster Risk Management

	<ul style="list-style-type: none"> • Coordinate mission preparation and monitoring documents, including (i) mission announcement letters, (ii) Aide-memoires; (iii) Back-to-Office Reports; and (iv) Implementation Status and Completion Reports; • Contribute to project team's efforts to monitor project activities and ensure proper documentation; report to management and, as necessary to donors, on Grant implementation; • Draft technical notes, reports, terms of reference and policy documents; • Support the TTL in the supervision work of consultants and technical specialists to ensure consistency and conformity to Bank standards; • Contribute to the design and implementation of specific capacity building activities according with client needs;
Training components and learning elements	<ul style="list-style-type: none"> • Being an active member of the Latin America and Caribbean Disaster Risk Management and Urban Unit, the intern will gain insights and hands-on experience in the operation of a regional unit at the World Bank. • The intern will gain experience in analytical work with strong relevance for the corporative policy and operational work of the World Bank • The intern will gain experience in cooperation with other development partners.
Participation in missions or training courses	In prior agreement with the supervisor, the candidate will have the opportunity to participate in the extensive World Bank training program offered in Washington, DC. Participation in work related mission travel will be according with the specific work program and task. Team normally could have a one week mission on average every month or two months
Additional comments	

Required Qualifications

Academic qualification (student, B.A., M.A.)	
Subjects	<ul style="list-style-type: none"> • Economics • Environment / Natural Resources Management • Engineering, geosciences, mathematics/ physics • Finance or closely related field. • International Development • Urban Development (preferably with an emphasis on economics)
Language Skills	Very good English skills (speaking, writing, and reading) are essential. Good knowledge of Spanish is desirable.
Computer literacy	Proficiency in MS Word, Excel and PowerPoint. Experience with statistical software packages is a plus.
Internship-related experiences	<ul style="list-style-type: none"> • Previous practical experience in World Bank client countries, in particular in Latin America and the Caribbean, is highly desirable. • Work experience in the field of specialization, preferably (partly) in World Bank client countries.
Additional skills/requirements	<ul style="list-style-type: none"> • Strong organizational, research, and presentation skills • Ability to work independently after receiving initial guidance on tasks from supervisor, and move assigned tasks forward with own inputs and innovation in coordination with supervisor • Be creative and innovative regarding area of specialization and technical skills • Experience in applied qualitative and quantitative research methods • Ability to work under stress and to handle multiple tasks under tight deadlines • Team player with the demonstrated ability to work collaboratively to achieve shared objectives • Ability to travel at short notice to developing countries, if required • Strong interest in and ability to work in a multi-cultural work environment

CARLO SCHMID PROGRAMME
 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
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Reference No.: WB5, Asuncion - Country Management Unit

Name of host organisation	World Bank, Paraguay Country Office
Internship Coordinator	Celia Ortega Sotes, Resident Representative
Address	Banco Mundial Avenida de Espana 2028, Asuncion, Paraguay
Homepage	www.worldbank.org

Placement Offer

Dates/duration	01.11.2017 – 30.08.2018, 10 months
Supervisor	Celia Ortega Sotes
Detailed description of the internship project(s); tasks assigned	<p>The Carlo Smid Officer will be part of the broader implementation team, and interact on a frequent basis with the team based in Buenos Aires, Argentina, Washington, DC, USA, and will report to the Resident Representative of Paraguay while residing in Asuncion and coordinate with each project task manager.</p> <p>The duties will include the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Support Project Task Team Leaders and members of the Country Management Unit with the facilitation of the dialogue with the Government of Paraguay. <input type="checkbox"/> Support the preparation of the Country Strategic Diagnostic which will become the basis for the World Bank Strategy for Paraguay. <input type="checkbox"/> Monitor WB projects on the ground and support Project Task Team Leaders and members of the Country Management Unit in recognizing issues or themes that become bottlenecks for the execution of projects, and propose solutions to the team. Follow up, with the guidance of the Task Team Leaders and members of the Country Management Unit with agreed actions of the Aide Memoires agreed with the client. Provide support for different World Bank project reporting systems, such as Implementation Status Reports (ISRs). Join in supervision missions with the task team leader when required <input type="checkbox"/> Become an operational liaison with the Ministry of Hacienda.
Training components and learning elements	The Carlo Smid Officer will be exposed to the analytical and operational work of the World Bank country office and could participate in the technical trainings available as part of the WB work program for the Government of Paraguay, ranging from macrofiscal issues to Public-Private Partnerships or Social accountability to mention only a few.
Participation in missions or training courses	The Officer will participate in operational missions in the areas linked to WB portfolio.
Additional comments	<p>The Southern Cone Country Management Unit is the Department responsible for overseeing the World Bank's program in Argentina, Uruguay and Paraguay, including country strategy formulation and implementation, country relations, policy dialogue, outreach and communication. It comprises a regional office in Buenos Aires with the Country Director; an Anchor Office in Head Quarters; and two Country Offices in Paraguay and Uruguay.</p> <p>The Country Office in Paraguay is responsible for ensuring the timely and efficient implementation of the program as defined in the Country Partnership Strategy. The current program consists of a portfolio of 4 investment projects and knowledge products (technical assistance and capacity building). The program in Paraguay requires close contact with the client who faces some challenges for implementing projects and the different teams have identified the need for additional support from the field office in Asuncion. The office in Asuncion has about ten staff. The Officer, under these terms of reference, will complement the efforts of the Paraguay Country Team, in the dialogue with the Government, development partners, and civil society organizations, in support of the Resident Representative.</p>

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Reference No.: WB5, Asuncion - Country Management Unit

Required Qualifications

Academic qualification (student, B.A., M.A.)	
Subjects	Minimum: Master's Degree with at least 2 years of experience, with a degree in economics, engineering, law or business administration.
Language Skills	Excellent oral and written communication skills in English and Spanish
Computer literacy	Computer skills: Microsoft office programs, and willing to learn new systems
Internship-related experiences	<input type="checkbox"/> Strong organizational, research, and oral presentation skills; <input type="checkbox"/> Proven ability to work in a team and intercultural environment, with minimal supervision; <input type="checkbox"/> Hands-on and action-oriented approach; <input type="checkbox"/> Enthusiasm for, and commitment to development work; <input type="checkbox"/> Willing to travel within Paraguay and with Argentina, Uruguay and the US, as needed. <input type="checkbox"/> Field experiences in developing countries a plus; <input type="checkbox"/> Candidate comes with previous project experience and operational knowledge (e.g., have worked in the context of implementing financing projects with development institutions; has background in project cycle etc) <input type="checkbox"/> Has interest and ability to quickly learn needed operational skills, such as World Bank procurement, financial management, and disbursements guidelines, etc., prepare reports from World Bank systems, etc.
Additional skills/requirements	

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Reference No.: WB6, Washington D.C. - Social Protection

Name of host organisation	The World Bank (Social Protection and Labor Global Practice – Europe and Central Asia region)
Internship Coordinator	Victoria Levin (alternate for correspondence during maternity leave: Aylin Isik-Dikmelik)
Address	1818 H ST NW, Washington DC, 20433. The World Bank Group
Homepage	http://www.worldbank.org/en/topic/socialprotectionlabor

Placement Offer

Dates/duration	01.09.2017 – 28.02.2018, 6 months
Supervisor	Victoria Levin, Stefanie Brodmann, and Aylin Isik-Dikmelik
Detailed description of the internship project(s); tasks assigned	<p>The intern would be involved in the analytical work program related to promoting effective functioning of labor markets and social safety nets in countries in Europe and Central Asia region. Depending on the intern's interest, abilities and business needs, the intern could focus on a mix of high-quality policy-relevant analytical tasks, and on operational activities that relate more to client dialogue and preparation of World Bank operations.</p> <p>Specifically, the intern could be assigned to the following tasks:</p> <ol style="list-style-type: none"> 1) Promoting better skills development. The World Bank has an active work program in several countries (e.g. Turkey and Moldova) on assisting the counterparts in Ministry of Education, Ministry of Labor, and Public Employment Services in providing technical assistance in enhancing the skills of their current and future workforce. This involves collecting and analyzing data on skills, as well as designing, implementing, and/or evaluating interventions that aim to improve skills. The intern would be expected to conduct literature reviews, analyse large datasets (including administrative data and household surveys), and assist in the writing and presentation of analytical results to clients. 2) Increasing the effectiveness of Public Employment Services. Some countries in the ECA region (e.g. Western Balkans, Moldova, and Turkey) are working with the World Bank to improve the design and implementation of their Public Employment Services programs in order to increase their effectiveness and efficiency in supporting job seekers' (re-)employment. As part of this task, the intern would be expected to conduct literature reviews, manage and analyze surveys and administrative datasets, and produce policy notes and presentations for discussion with the counterparts. 3) Promoting higher labor force participation and productivity in aging societies. The World Bank is assisting several countries in ECA that are facing challenges presented by population aging, which can pose profound social and economic challenges—savings could decline, growth could slow down, and public expenditures could become less sustainable due to rising numbers of pension recipients and elderly needing healthcare. But aging can become a positive development, if citizens remain healthy and active for a greater share of their lives and if policies are adapted to the changed demographics. To help governments design and implement appropriate responses in the context of population aging, the World Bank is conducting analysis of labor market supply and demand as well as policies that can help or hinder extension of

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Reference No.: WB6, Washington D.C. - Social Protection

	working lives (such as lifelong learning opportunities and incentives inherent in the design of social insurance programs). For this task, the intern would be expected to help conduct policy reviews, analyse large datasets (such as Labor Force Surveys), and participate in the design of policy recommendations.
Training components and learning elements	<p>By working on client-driven analytical tasks, the intern can expect to learn how to formulate policy-relevant research questions, how to apply cutting-edge methodologies in data analysis, and how to effectively communicate research results to policy audiences.</p> <p>The intern will also benefit from gaining experience of working on large datasets that the World Bank has access to as well as from working with colleagues from different cultures in a dynamic environment. The intern can expect to receive a certain level of mentoring from supervisors at the time of on-boarding and on a periodic basis. Past interns have used their internships as an opportunity to identify promising line of research for future studies, and to receive references from experienced World Bank staff.</p>
Participation in missions or training courses	The teams will involve the intern in policy dialogue meetings with the clients either in person or via video-conference technology. Funds permitting, the intern will travel on at least 1 mission during the course of the internship. The intern will have access to a large catalogue of online training courses available at the World Bank.
Additional comments	As customary, all contributions of the intern will be duly acknowledged in all published analytical products.

Required Qualifications

Academic qualification (student, B.A., M.A.)	M.A. student or graduate
Subjects	Economics, Public Policy or related fields
Language Skills	Proficiency in English essential, knowledge of one of the languages used in the Eastern Europe and Central Asia region an advantage.
Computer literacy	Essential skills: STATA, Microsoft Office (Word, Excel, Powerpoint)
Internship-related experiences	<p>Previous work experience in a related field, or research assistantships, is desirable but not necessary.</p> <p>Field experience or familiarity with the countries mentioned in this job description, either through personal travel or coursework, is an advantage, but not an essential pre-requisite.</p>
Additional skills/requirements	<ul style="list-style-type: none"> • Experience with data management of large datasets (ideally, experience working with household surveys, such as Labor Force Surveys, Household Budget Surveys) • Extensive familiarity with econometric analysis (e.g. bivariate and multi-variate analysis, graphing plots) • Great verbal and written communication skills • Ability to work in fast-paced environment • High level of motivation and commitment to meet tight deadlines • Great inter-personal skills

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Reference No.: WB7, Washington D.C. - Environment and Natural Resources Global Practice

Name of host organisation	The World Bank; Environment and Natural Resources Global Practice (GENDR)
Internship Coordinator	Klas Sander
Address	The World Bank 1818 H Street, NW Washington, DC 20433 USA
Homepage	www.worldbank.org

Placement Offer

Dates/duration	01.10.2017 – 31.03.2018, 6 months
Supervisor	Klas Sander, Senior Environmental Economist (Economics & Biomass Energy)
Detailed description of the internship project(s); tasks assigned	<p>Themes such as Environmental Sustainability, Inclusive Growth, Energy Access and Poverty, Urbanization, or the Water-Food-Energy nexus are central to the World Bank's work and its goals to achieve the eradication of extreme poverty and boosting shared prosperity. The World Bank serves a diverse set of clients ranging from post-conflict economies, fragile and post-disaster states to emerging global players, but also with diverse geographical challenges ranging from mountainous terrain to below sea-level situations.</p> <p>Bank client countries, especially in the Latin America region, are experiencing rapid transformational changes, such as accelerated urbanization and urban population growth (especially small and medium size cities), migration and transfer of remittance payments, and demographic transitions. Among the many facets these developments entail, environmental management priorities commonly shift from "traditional" environmental concerns in the rural landscapes to "modern" environmental challenges in and around urban agglomerations, including air and water pollution, waste management, and industrial pollution.</p> <p>A robust knowledge framework is needed for the development of evidence-based country dialogue, policy advice, project development and implementation. Under the guidance of the supervisor who is working with the World Bank's Environment and Natural Resources Global Practice (GENDR) in the Latin America and Caribbean region, the candidate will support analytical and operational work by taking on tasks falling under the following categories:</p> <ol style="list-style-type: none"> a) Carrying out (economic) analyses in environment, natural resources, urban, and energy with a strong focus on interdisciplinary / cross-sectoral dimensions b) Data collection and analysis c) Conducting literature reviews focusing on issues related to environmental and natural resource management, energy, urbanization, poverty, etc. d) Develop communication and information material for knowledge dissemination and capacity building, e) Prepare briefing material for WB senior management, f) Organize meetings and presentations, g) Contribute further to the publication of, for example, Policy Notes, Environmental Notes, research reports, and other knowledge products.
Training components and learning elements	<ul style="list-style-type: none"> • As an active member of the World Bank's Environment and Natural Resource Global Practice (GENDR), the CSP fellow will gain insights and hands-on experience in the operations of a World Bank Global Practice with a focus on Latin America and the Caribbean. • The CSP fellow will gain experience in analytical work with strong relevance for the corporate policy and operational work of the World Bank.

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Reference No.: WB7, Washington D.C. - Environment and Natural Resources Global Practice

	<ul style="list-style-type: none"> The CSP fellow will gain experience in cooperation with other development partners and across Bank units, especially urban, energy, disaster risk, climate change, and a range of country management units.
Participation in missions or training courses	In prior agreement with the supervisor, the candidate will have the opportunity to participate in the extensive World Bank training program offered in Washington, DC. The participation in work related mission travel will have to be decided during the time of the assignments and is contingent on work program, tasks, and budget availability.
Additional comments	

Required Qualifications

Academic qualification (student, B.A., M.A.)	Master level completed at time of fellowship.
Subjects	<ul style="list-style-type: none"> Economics (preferably with a specialization in either Environment / Natural Resources / Agriculture Economics, Energy economics, Urban economics, Behavioural Economics) Natural resources management (forestry, agriculture, or related field.) (International) Environmental Management & Policy Rural Development (preferably with an emphasis on economics)
Language Skills	Excellent English skills at all levels are essential, incl. proven writing skills. Additional language(s) skills, especially in Spanish (or alternatively Portuguese) are necessary. Given the regional focus on Latin America, French is of lower importance, but is also considered.
Computer literacy	Proficiency in MS Word, Excel and PowerPoint is needed (especially EXCEL) Experience with statistical software packages is considered a plus (STATA, SPSS, etc.)
Internship-related experiences	<ul style="list-style-type: none"> Previous work experience in World Bank client countries is highly desirable. Work experience in the field of specialization, preferably (partly) in World Bank client countries. Prior work experience with other Development Partners, NGOs, CSOs, etc. is desired
Additional skills/requirements	<ul style="list-style-type: none"> Strong organizational, research, and presentation skills Ability to work independently after receiving initial guidance on tasks; move tasked assignments forward with own inputs and innovation in coordination with supervisor Be creative and innovative as regards area of specialization and technical skills, especially with regard to data analysis and presentation Strong interest in analytical work (including data collection, data management, and data analysis), writing of analytical / research reports, visualization of data and analytical results Experience in applied quantitative and qualitative research methods, incl. relevant software applications (Excel, Stata, SPSS, Matlab, etc.) Ability to work capably under stress and to handle multiple tasks under tight deadlines Team player with the demonstrated ability to work collaboratively to achieve shared objectives Ability to travel at short notice to developing countries if required Strong interest and ability to work in a multi-cultural work environment

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Reference No.: WFP1, Lima - Country Office Peru

Name of host organisation	United Nations World Food Programme – Country Office Peru
Internship Coordinator	Karin Schmitt, Head Of Programme WFP Peru
Address	Av. Perez Aranibar 750, Lima Peru
Homepage	

Placement Offer

Dates/duration	01.09.2017 - 31.05.2018, 9 months
Supervisor	Carmen Burbano – Country Director
Detailed description of the internship project(s); tasks assigned	<ul style="list-style-type: none"> - Help in the implementation of the new Strategic Plan of the Peru Country Office, which will include its new portfolio of projects and new advocacy, fundraising and communications strategies. - Assist in liaison with partners engaged in the field of food security, nutrition or emergency preparedness; - Assist in the area of reporting, proposal writing and fundraising including the preparation and dissemination of timely analytical and critical reports and funding proposals to donors or partners; - Assist in the preparation of communications or advocacy materials to ensure WFP's work is well represented in various fora in the country; - Assist in knowledge management and in the design and maintain databases of indicators relating to nutritional food security and WFP activities; - Assist the government in identifying how their social protection, safety net and/or food assistance programmes can be improved or strengthened and give assistance in planning, formulating, and targeting WFP assistance; - Assist in the overall programme management which includes implementation and monitoring of programmes and activities in the region; - Provide continuing liaison with with UN agencies and with NGOs providing technical or other forms of assistance. - Assist in the preparation of periodic reports on the progress of operational projects and related government plans; - Perform other related duties as required.
Training components and learning elements	The fellow will benefit from supervision by highly qualified and experienced WFP staff in the Country Office as well as the Regional Bureau level and will be exposed to hands-on work with partners from which he/she will add specific relevant knowledge for future career. As the fellow will be fully integrated within the WFP Country Office, he/she will also benefit from the support of technical staff in the office. The Fellow will be coached and receive various training opportunities in the course of the first months and will participate in regular training events/courses of WFP during the work assignment as needed.
Participation in missions or training courses	The Fellow will participate in field missions as part of his/her assignments.
Additional comments	The Peru Country Office will start to implement its new Strategic Plan in late 2017. This will open an exciting new chapter for WFP Peru, as it will include a new strategic direction, new advocacy and communications plan, and a fundraising strategy. These initiatives, which will bring quite a bit of change to the country office, will require dynamic staff that bring innovative and analytical thinking. Given all these work streams, the Country Office would like to request two Fellows for the 2017-2018 period. The Fellows will have the opportunity to be part of this new phase where they can contribute to the work of the team and also learn from WFP's activities in a middle income country like Peru.

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Reference No.: WFP1, Lima - Country Office Peru

Required Qualifications

Academic qualification (student, B.A., M.A.)	University degree in one or more of the following disciplines: economics, agriculture, international affairs, business administration, social sciences, development studies or a field relevant to international development assistance, Nutrition/ Food Security. Work experience desired. General knowledge of UN system policies, rules, regulations and procedures governing administration.
Subjects	
Language Skills	Working knowledge of Spanish and English oral and in writing.
Computer literacy	Training and/or experience utilizing computers, including word processing, spreadsheet and other standard WFP software packages and systems desired.
Internship-related experiences	
Additional skills/requirements	Desirable Skills: Well prepared, analytical work; well managed projects, programmes and/or operations. Critical Success Factors: Good analytical skills; resourcefulness, initiative, maturity of judgment, tact, negotiating skills; ability to communicate clearly both orally and in writing; ability to work in a team, and establish effective working relations with persons of different national and cultural backgrounds. Ability to cope with situations which may threaten health or safety; flexibility in accepting work assignments outside normal desk description. Ability to deal patiently and tactfully with people of different national and cultural backgrounds

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Reference No.: WFP2, La Paz - Communications

Name of host organisation	World Food Programme – Bolivia CO
Internship Coordinator	Yoko Honda
Address	World Food Programme, Bolivia Country Office, Calle 20 de Calacoto No. 7720, Planta Baja, La Paz, Plurinational State of Bolivia
Homepage	http://www.wfp.org/countries/bolivia

Placement Offer

Dates/duration	01.09.2017 – 28.02.2018, 6 months
Supervisor	Elisabeth Faure, Country Director,
Detailed description of the internship project(s); tasks assigned	<ol style="list-style-type: none"> 1. In coordination with the communication team, assist in the design and implementation of communications strategies and campaigns in order to generate greater awareness, understanding and support for hunger solutions; 2. Help with the preparation a wide range of multi-media products, including audio and visual materials, and handle the growing demands of WFP Bolivia for such products. 3. Establish and maintain contacts with media representatives and others focusing their attention on WFP activities and achievements that are of interest to targeted groups; 4. Actively engage with the local (CINU, GIC) and regional Communication groups, providing all information requested (weekly outlook, monthly bulletin, etc.) and participating in meetings and events promoting WFP’s ideals. 5. Assist in the preparation and edit of texts for news releases, feature articles, briefing notes, backgrounders, Questions & Answers (Q&A) and public position papers and other materials for use in the media and distribution to the public, educational institutions, non-governmental agencies and donors; 6. Ensure that communications activities promote an accurate image of the organization and its programs amongst its targeted audiences; 7. Stay current on WFP operations, public policy trends and issues which impact hunger and food assistance; 8. Analyze and articulate political and social events that affect WFP and identify opportunities for WFP to influence public debate on hunger, food aid on development assistance; 9. Ensure that responses to direct or indirect requests for information about the work of WFP promote a better understanding of the organization’s objectives, policies and activities; 10. Take video footage and photos. Edit/subtitle videos. 11. Liaise with the regional bureau to promote WFP Bolivia’s work through the corporate website, social media, and the like. 12. Perform other related duties as required
Training components and learning elements	<p>Training components and learning elements will include among others:</p> <ul style="list-style-type: none"> • Continuous training on how to handle communication and visibility in WFP. • Become familiar with WFP Communications and learning in the largest humanitarian organization worldwide; • Acquire experience in knowledge management, donor visibility measures and fundraising.
Participation in missions or	

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Reference No.: WFP2, La Paz - Communications

training courses	The fellow will be able to undertake at least one field mission to rural areas, mainly inhabited by indigenous communities, to gather first-hand experience with regard to WFP Bolivia activities.
Additional comments	The fellow will benefit from supervision by highly qualified and experienced WFP staff in the Country Office as well as the Regional Bureau level and will be exposed to hands-on work with partners from which he/she will add specific relevant knowledge for future carrier. As the fellow will be fully integrated within the WFP Country Office, he/she will also benefit from the support of technical staff in the office

Required Qualifications

Academic qualification (student, B.A., M.A.)	Intern MUST be enrolled in graduate programme for the duration of the internship!
Subjects	Candidates should be enrolled in an advanced university degree in one or more of the following disciplines: International Relations, Communications, Social media, graphic designer or any other related field.
Language Skills	Fluency in English and Spanish required (C1-C2 level).
Computer literacy	Excellent knowledge of Microsoft Office (namely Excel, Word, Power Point, etc) needed. Should also be able to create and edit high-quality videos and photos to use during fundraising events and to increase WFP Bolivia's visibility.
Internship-related experiences	Previous experience with the U.N. system, with a cooperation agency in the field of humanitarian/development assistance or with the government of a developing country will be considered an advantage.
Additional skills/requirements	WFP Bolivia is looking for a candidate who is enthusiastic to bring changes and innovation. A strong analytical skill, excellent writing and communication skills as well as the capacity to work with diverse team will make a successful candidate.

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Reference No.: WFP3, Yaounde - Rural Development

Name of host organisation	World Food Programme - Cameroon
Internship Coordinator	Elvira Pruscini
Address	United Nations World Food Programme (WFP) - Yaounde, Cameroon Rue Giscard d'Estaing, Face Cercle Municipal P.O.BOX 7308
Homepage	www.wfp.org

Placement Offer

Dates/duration	01.09.2017 - 30.06.2018, 10 months
Supervisor	Ms. Elvira Pruscini, Deputy Country Director & Head of Programme
Detailed description of the internship project(s); tasks assigned	<p>Background Cameroon is exposed to various risks, including, increased refugee influx from CAR in the East and further population displacement and increased arrival of Nigerian Refugees caused by Boko Haram incursions along the border with Cameroon and in the Far North region; WFP will be exploring livelihood opportunities and shift to early recovery for the crises affected populations. IDPs in protracted displacement situations who are relatively stable and integrated in local communities with opportunities of accessing land to cultivate, will gradually transfer from unconditional to conditional assistance within an early recovery framework and in the light of a gradual approach to strengthen livelihoods and self-reliance. The Intern's key focus is thus on livelihood activities and building or recovering assets that impact positively on food security while targeting the most food insecure geographical areas, and to those vulnerable households in need of WFP assistance.</p> <p>Responsibilities Reporting directly to the Emergency Coordinator and under the overall supervision of the Deputy Country Director, and under the overall supervision of the Country Director, the Intern will assess, design, implement and document projects geared towards creating self-sufficiency and improved household food security among the poor rural communities of Cameroon. Broadly, the functions would cover:</p> <ul style="list-style-type: none"> • Putting communities and their needs at the centre, participate in the planning of livelihood strengthening activities in collaboration of partners and stakeholders; • Develop formal arrangement with implementing partners and identify proposed projects and facilitate needed approval at the local level. • Select target communities for the livelihood/communities' assets creation programme, following clearly defined and transparent selection criteria. • Apply crosscutting lenses: such as gender equality and women empowerment, protection, nutrition etc. in the planning, design, and implementation of communities assets creation for additional benefits and impacts; • For asset creations, ensure that high quality standards are applied to asset building to achieve the intended impacts on livelihoods, food security and nutrition and simultaneously build community assets that reduce the risk of disaster, strengthen livelihoods and build resilience over time. • Monitor and evaluate activities and ensure that programme objectives have been achieved and whether activities are responsive to participants' needs. • Document the process and prepare a case study for wider dissemination.
Training components and learning elements	The above listed knowledge, skills and abilities may be acquired through a formal training, prior experience, on the job training or combination of above.
Participation in missions or training courses	The intern will be expected to travel to field locations, to interact with local communities and be ready to work and live under demanding and harsh environment
Additional comments	The Intern must be sensitive to different cultures and able to represent WFP to government officials, and other stake holders in a professional and self-assured manner.

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Reference No.: WFP3, Yaounde - Rural Development

Required Qualifications

Academic qualification (student, B.A., M.A.)	M.A. Intern MUST be enrolled in graduate programme for the duration of the internship!
Subjects	Agriculture in Semi-Arid regions, Rural Development, livelihood strengthening and resilience
Language Skills	English (fluently) and French (working knowledge)
Computer literacy	Solid computer skills (Word, Excel, PowerPoint) and report writing ability
Internship-related experiences	<ul style="list-style-type: none"> • Knowledge of information management principles, with the ability to identify and present data for different reporting and management purposes. • Experience in an international context is an asset.
Additional skills/requirements	<ul style="list-style-type: none"> • Analytical capacity to review, triangulate and synthesize information from secondary reports; • Ability to prepare in-depth analytical reports on food security, resilience and present well-formulated recommendations to the supervisors; • Ability to deal patiently and tactfully with people of different national and cultural backgrounds. • Excellent communication and facilitation skills • Ability to work under pressure in a security challenging environment

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Reference No.: WFP4, Accra - Communications

Name of host organisation	World Food Programme Ghana Country Office; Accra based
Internship Coordinator	Alessia De Caterina, Head of Programme, WFP Ghana
Address	WFP Ghana Country Office N. 7, 7 th Rangoon Close, Cantonements, Accra PO Box 1423 Accra
Homepage	www.wfp.org/ghana

Placement Offer

Dates/duration	01.10.2017 - 31.03.2016, 6 months
Supervisor	Alessia De Caterina (Head of Programme) and Emma Anaman (Programme Policy Officer)
Detailed description of the internship project(s); tasks assigned	<p>The intern will be asked to support the Programme Unit in generating Stories from the field, key beneficiaries profiles, as well as contributing to several corporate reports including the annual Standard Project Reports (SPRs) by integrating the regular M&E data with more qualitative data coming from stories from the field and success stories she/he will contribute in putting together, and communicated effectively through various channels (newsletters, other ad hoc reports, social media ect...)</p> <p>To achieve the above, the intern will travel to the field visiting project sites to hold key performants interviews and focus groups discussions with both the beneficiaries of WFP food assistance (school children, women in health facilities, HIV patients, vulnerable households participating in Assets creation projects, and smallholder farmers and processors under the Enhanced Nutrition and Value Chains initiative) as well as with field implementers to get their perspectives on the relevance and benefits of WFP supported interventions</p> <p>The intern can use innovative communications modalities including social media to communicate and share these stories, and by this way will directly support both the Programme Unit and the Communications Unit.</p> <p>The intern will also be asked to support the Country Office with fund raising activities and proposal development and drafting.</p> <p>The intern can also contribute to the design of M&E tools for a recently approved project – especially tools to better capture qualitative aspects of the new project alongside the quantitative M&E data.</p> <p>The intern will accompany WFP field monitors during monitoring visits to get material for her stories</p> <p>Perform any other task as required depending on the need</p>

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Training components and learning elements	<p>Upon arrival, the intern will receive an induction. Several key readings of project documents, evaluations, assessments will be provided to her/him to bring her up to speed with the projects being implemented by WFP Ghana, and orientation sessions organized with key staff in Accra</p> <p>The rest will be on-the job learning</p>
Participation in missions or training courses	<p>The intern will be able to go to the field to visit WFP projects and interact with WFP beneficiaries: school children under the school feeding programme; women attending the health facilities, as well as smallholder farmers and processors assisted under the Enhanced Nutrition and Value Chains initiative.</p> <p>In fact, this will form an integral part of the intern's work, since the intern is to "write" stories of beneficiaries</p>
Additional comments	<p>Desired background of the intern:</p> <ol style="list-style-type: none"> 1. Communications background or Social Sciences with a Communications component; preferably with a focus on development issues, poverty and food insecurity 2. Background on agricultural value chains and smallholder farmers also an added advantage since this is the focus of one of the main projects being implemented (Enhanced Nutrition and Value Chains) 3. Excellent drafting skills in English <p>Knowledge of qualitative case study interview techniques (such as focus group discussions, participatory methods ect) an advantage</p>

Required Qualifications

Academic qualification (student, B.A., M.A.)	<p>M.A</p> <ol style="list-style-type: none"> 1. Communications background or Social Sciences with a Communications component; preferably with knowledge of development issues, poverty and food insecurity 2. Agricultural Value Chains background another key area of expertise which would be valuable, as long as combined with good communications skills 3. Knowledge of qualitative case study interview techniques (such as focus group discussions, participatory methods ect)
Subjects	Rural participatory methods, qualitative M&E, communications, agriculture and value chains, agriculture economics, food security, nutrition
Language Skills	Excellent oral and drafting skills in English is sufficient
Computer literacy	Word, Excel, Power Point, Communications and social media type programmes
Internship-related experiences	
Additional skills/requirements	

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 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
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Reference No.: WFP5, Bissau - Food Security and Nutrition Monitoring System

Name of host organisation	WFP Guinea-Bissau
Internship Coordinator	Lucy Monteiro
Address	Praca Titina Sila Bissau
Homepage	

Placement Offer

Dates/duration	01.09.2017 – 28.02.2018, 6 months
Supervisor	Lucy Monteiro
Detailed description of the internship project(s); tasks assigned	<p>WFP Guinea-Bissau is assisting the Government to implement a Food Security and Nutrition Monitoring System (FSNMS) since June 2015 with funding from the European Union. To date, 2 rounds of food security and nutrition data collection have been done and the coordination structure has been set up; it involves the Ministries of Agriculture, Health, Planning and Finance, the donor, NGOs, UN agencies. It is foreseen that the system will be fully handed over to the Government (Ministry of Agriculture) by February 2018. However at the moment, the system still relies quite substantially on WFP support. The intern will support the WFP Food Security and Nutrition Monitoring coordinator and the Government to set up a lighter and more sustainable FSNMS based on the model of “sentinel systems” already rolled out in other countries by WFP and its partners.</p> <p>The specific tasks of the intern will consist of supporting the FSNMS coordinator to:</p> <ol style="list-style-type: none"> 1. Undertake research on the use of sentinel sites for FSNMS in the West Africa and other regions (including entirely Government run as well as in line with regional systems FS monitoring systems- i.e. Cadre Harmonise in the Sahel-VAC in Southern Africa, etc.; 2. Analyse specific constraints/opportunities to set up the system in Guinea-Bissau; 3. Provide recommendations on a model of FSNMS that can be financially sustained by the Government of Guinea-Bissau through existing regional structures; 4. Organize training of central and regional structures to run the system; 5. Do two test runs in the regions during the period of the internship; 6. Produce a final report
Training components and learning elements	The intern will be trained on Vulnerability Assessment and Mapping tools and methodologies with the assistance of the regional bureau Dakar. But the most part of the training will be through hands-on and on the job approaches. By the end of the internship, the candidate will have a clear overview of food security analysis and monitoring which will potentially open interesting employment opportunities with international organizations dealing with food security matters
Participation in missions or training courses	The candidate will be required to travel extensively to the regions in Guinea-Bissau. He/she will also be invited to undertake on-line training on food security analysis. WFP offers several on-line training courses through its Learning Management System (LMS) platform
Additional comments	

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 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
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Reference No.: WFP5, Bissau - Food Security and Nutrition Monitoring System

Required Qualifications

Academic qualification (student, B.A., M.A.)	B.A.
Subjects	agriculture, nutrition, statistics, agricultural economics, social sciences, food security
Language Skills	English and French; Portuguese would be an asset
Computer literacy	MS Office and statistical data analysis package; Programming would be an asset
Internship-related experiences	Some field experience would be appreciated, even on un-related topics/issues.
Additional skills/requirements	<p>Candidate must be adaptable, willing to work as part of a team, culturally sensitive.</p> <p>He/she needs to be a good communicator with people from different backgrounds.</p> <p>He/she will have good mentoring skills and will be able to provide training to government counterparts and other project stakeholders.</p> <p>He/she will be a good writer in English/French and will be skilled at making presentations in a succinct and effective way.</p> <p>He/she is expected to be creative and propose innovative solutions that can enhance work efficiency.</p>

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 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
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Reference No.: WFP6, Conakry - Information Management and Reporting

Name of host organisation	United Nations World Food Programme (WFP)
Internship Coordinator	Edouard NIZEYIMANA, Country Director
Address	Cameroun, Face Cour Suprême, Conakry, République de Guinée
Homepage	www.wfp.org/countries/guinea

Placement Offer

Dates/duration	01.09.2017 - 30.06.2018, 10 months
Supervisor	Edouard NIZEYIMANA, Country Director
Detailed description of the internship project(s); tasks assigned	<ul style="list-style-type: none"> • Cover all aspects of Information Management and Reporting of all the WFP activities; • Prepare weekly, monthly and quarterly internal and external Situational Reports to the Regional Bureau; • Monitor and review regular sources of information and data required for preparation of reports; • Prepare press releases, briefs and talking points for high level meeting; • Assist in mobilizing multilateral, direct multilateral and bilateral resources (food and cash); Contact donors for funds, ascertain their areas of interest and assist them in planning their donations; • Assist in monitoring donor policies, trends, preferences and conditions of contributions with respect to reporting/purchasing/deadlines, and other related aspects; • Maintain relations with donors and ensure they are informed on important operational issues; • Research, analyse and prepare reports as required on the trend of contributions to WFP; • Serve as resources mobilization focal point for specific WFP operations or special projects; • Assist in analysing proposal and finalising negotiations for contributions; • Provide appropriate follow-up on all pending matters related to the implementation of contributions and monitoring the fulfilment of all contractual obligations; and • Perform other related duties as required.
Training components and learning elements	Intern will have full access to the WFP Learning Management System where she/he will find course catalogues cover a wide range of topics: from WFP functional trainings, to courses related to relevant topics in the humanitarian sector, to self-paced e-learnings to boost own soft skills and core capabilities.
Participation in missions or training courses	Intern will be requested to participate in field missions to collect communication materials –photos, interviews with beneficiaries, as well accompany donor official visits and ensure appropriate media coverage. Should Country Office or/and WFP Regional Bureau organize thematic trainings or workshops, Intern will attend.
Additional comments	

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 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
 PLACEMENT OFFER 2017/2018

Reference No.: WFP6, Conakry - Information Management and Reporting

Required Qualifications

Academic qualification (student, B.A., M.A.)	First or Advanced University degree with additional related work experience and/or trainings/courses.
Subjects	Journalism, International Relations, Public Relations, Communications, communication for development (Comdev) or other relevant field
Language Skills	Very good command of English and French
Computer literacy	Very good computer skills
Internship-related experiences	<ul style="list-style-type: none"> • Experience in building and sustaining effective collaborative relationships with key actors; • Verbal or written communication with media and influencers (i.e. through prepared tailored written end/or visual materials presentations, and official documentation); • Theoretical knowledge of communications concepts to generate or facilitate the generation of effective communication materials across media.
Additional skills/requirements	<ul style="list-style-type: none"> • Set own goals in alignment with WFP's overall operations, and is able to communicate this link to others; • Participation in open dialogue, and values the diverse opinion of others, regardless of background, culture, experience, or country assignment. • Active involvement in team activities and goals in the face of challenging circumstances. • Willingness to explore and experiment with new ideas and approaches in own work. • Results delivery within individual scope of work on time, on budget and without errors. • Rational decisions about individual activities when faced with uncertain circumstances, including in times of ambiguity regarding information or manager direction. • Demonstration of ability to understand and appropriately respond to and/or escalate needs of external partners.

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 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
 PLACEMENT OFFER 2017/2018

Reference No.: WFP7, Port au Prince - Monitoring and Evaluation (M&E)

Name of host organisation	United Nations World Food Programme
Internship Coordinator	Claudia Schwarze, Head of M&E
Address	Karibe Hotel, Juvenat 7, Pétiön-ville, Haiti
Homepage	www.wfp.org

Placement Offer

Dates/duration	01.09.2017 – 28.02.2018, 6 months
Supervisor	Claudia Schwarze, Head of M&E
Detailed description of the internship project(s); tasks assigned	<p>The WFP Haiti Monitoring and Evaluation (M&E) unit in Haiti ensures independent supervision and follow-up of WFP activities in Haiti ranging from development projects such as School Feeding, Social Safety Net initiatives including Cash for Assets, Nutrition interventions and frequent Emergency Response initiatives such as the current Hurricane Matthew response.</p> <p>Monitoring and Evaluation in this diverse context and with operations almost across the whole country is challenging and requires constant improvement and innovation.</p> <p>The fellow will be based in the WFP main office in Port au Prince and will perform the following duties:</p> <ul style="list-style-type: none"> • Strengthen capacities of Sub-offices and Cooperating Partners through the development of training material and by conducting field missions and trainings. • Support strategies to enhance coverage of monitoring exercises; e.g. support capacity building of NGO(s) for Third Party Monitoring; explore opportunities for remote monitoring (rM&E). • Enhance use of M&E data by reinforcing local capacities on data analysis and visualisation to ensure the application of data collection and visualization tools such as Tableau • Foster beneficiary participation and protection by supporting the Country Office's (CO) continuous efforts to improve existing and explore new modalities for Beneficiary Complaints and Feedback Mechanisms (CFMs), with special views on emergencies • In case of emergency, support regular situation report writing with M&E information for WFP Headquarters, summarizing WFP activities; assist in the preparation, writing and editing of all other corporately required emergency-related reports • In regular situations: contribute to the compilation and analysis of data for the formulation of corporate reports, specifically Standard Project Reports, Executive Briefs, Projected Needs and Country Office briefs, as required. • Improve the efficiency and effectiveness of monitoring exercises by identifying and addressing bottlenecks to ensure on time availability of information needed for monthly and other regular reports; and (if technical capabilities allow), work on enhanced sampling strategies, incl. algorithms for surveys. • Liaise with the CO's Programme Unit on Distribution scheduling potentially using information systems or excel modelling to facilitate monitoring of such distributions.
Training components and learning elements	<ul style="list-style-type: none"> • In-depth insight into M&E for a large range of WFP activities in a challenging environment • Work on data analysis and visualisation. Participation in further training as required also potentially outside WFP • Experience in field missions

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Reference No.: WFP7, Port au Prince - Monitoring and Evaluation (M&E)

	<ul style="list-style-type: none"> • Experience on how to design and conduct trainings • Acquire experience with beneficiary participatory approaches such as Complaints and Feedback Mechanisms (CFMs) • Data programming in ODK • Gather experience in a field-based UN (WFP) operation • Strengthen skills in qualitative and quantitative data analysis and reporting
Participation in missions or training courses	<ul style="list-style-type: none"> • Regular field missions for supervision and training will take place • Training courses online/face-to-face will be organised as required (e.g. Tableau Training) • WFP's Learning Management System will be made available to the intern, providing a wealth of learning opportunities relevant to humanitarian and food/nutrition security
Additional comments	<p>The assignment will allow the intern to achieve an important degree of immersion in local culture. Majority of colleagues are Haitian nationals; furthermore, field missions will allow to be in direct contact with local partners, communities and beneficiary households.</p> <p>At all times, the intern will be guided by security advice and provisions of on-the-ground professional Security Analysts and Officers in the UN system.</p>

Required Qualifications

Academic qualification (student, B.A., M.A.)	<ul style="list-style-type: none"> • Currently enrolled in /recently graduated from a Bachelor's/ Master's programme • Completed at least two years of undergraduate study • Attended courses in the last 12 months
Subjects	<ul style="list-style-type: none"> • Business administration, economics, econometrics, international development, international relations or similar
Language Skills	<ul style="list-style-type: none"> • Good command of French is essential to be operational in the field • Good command of English • Knowledge of Creole or alternatively another UN language is an asset
Computer literacy	<ul style="list-style-type: none"> • Excellent skills in Microsoft suites – especially Excel and PowerPoint • Knowledge of Tableau and/ or ODK or other data visualization tools would be an asset • Knowledge of database building would be an asset
Internship-related experiences	<ul style="list-style-type: none"> • Previous internship experience in <ul style="list-style-type: none"> ○ International UN Organisations or NGOs ○ Haiti or West African Countries ○ Strategy Consulting ○ Multinational Companies (in English or French) <p>would be an asset</p>
Additional skills/requirements	<ul style="list-style-type: none"> • Good analytical ability to compile, maintain and analyse data • Excellent communication skills • Flexibility • Initiative • Enthusiasm, good interpersonal skills • Ability to communicate complex technical data in clear and concise language and visuals • Ability to work in a multicultural team environment • Ability to deal patiently and tactfully with people of different national and cultural background.

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Reference No.: WFP8, Panama Stadt - Communications

Name of host organisation	World Food Programme
Internship Coordinator	Marleen Buenlickx, Regional HR Officer
Address	World Food Programme, Regional Office for Latin America and the Caribbean, Luis Bonilla & Arnoldo Cano A. Street, Buildings 124, 125 & 121, City of Knowledge, Clayton, Panama City, Republic of Panama.
Homepage	www.wfp.org

Placement Offer

Dates/duration	01.09.2017 – 28.02.2018, 6 months
Supervisor	Alejandro López-Chicheri, Regional Communications Officer
Detailed description of the internship project(s); tasks assigned	<ol style="list-style-type: none"> 1. Provide assistance to the Communications Officer and Webmaster in the oversight of the Spanish website and 10 Country Office sites in the English Website. 2. Support in providing guidance and technical support to website editors and their supporting staff in maintaining up-to-date 10 country sites in English at http://www.wfp.org/countries with fresh stories, press releases, photos, videos, statistics, etc. 3. Assist in the update of the WFP Spanish site (wfp.org/es site) with stories, press releases, statistics, photo galleries, videos produced by WFP staff inside and outside of Latin America and the Caribbean region. 4. Help in providing technical support and update of freerice.com/es and other corporate platforms. Follow up and interact with players, bloggers and fans of Freerice and other corporate platforms in Spanish. 5. Provide assistance in translating and subtitling in Spanish or vice versa, any WFP corporate videos, video news releases and other video material for publication on Youtube, Facebook, TV networks and other video platforms. 6. Give support in updating WFP's fans sites in Facebook and Twitter in Spanish. Translate any twits produced in English. Interact with fans and followers, and answer their queries about WFP's work. 7. Help in preparing the WFP e-newsletter in Spanish on a monthly basis. Liaise with HQs Communications Team to coordinate and prepare content and launch dates. Prepare answers to queries coming from readers of the e-newsletter and interact with them. 8. Help monitor the news media in Spanish and keep an archive of news clips that mention WFP's work. 9. Maintain contact with bloggers in order to gain their support so they could post WFP's messages and publication on their blogs and also post the agency's corporate banners that will connect readers to WFP's online donation page. 10. Help draft press updates, Op-ed pieces, material for pamphlets, brochures, briefs and multimedia programmes. 11. Assist in conceptualizing and developing strategies and events for Latin America and the Caribbean region. 12. Keep contact with the regional media in Latin America and the Caribbean and with the Hispanic media in the United States. 13. Take video footage and photos. Edit/subtitle videos. 14. Support the Regional Information Management and Knowledge Unit on its daily tasks.

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Reference No.: WFP8, Panama Stadt - Communications

Training components and learning elements	On-line Trainings: Basic Security in the Field, Advanced Security in the Field, Sexual Harrassment and Abuse of Power, Prevention of Fraud, Corruption and SEA at WFP). Presence Training: Web and Social Media management Training
Participation in missions or training courses	N/A
Additional comments	

Required Qualifications

Academic qualification (student, B.A., M.A.)	B.A.
Subjects	B.A. Diploma and at least two years of University Education in the fields of International Relations, Communications, Social media or related.
Language Skills	Spanish as a second language.
Computer literacy	Should manage well Social Media as Facebook, Twitter, You tube as well as Information Systems as Excel, Office, Power Point and Word.
Internship-related experiences	
Additional skills/requirements	

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FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
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Reference No.: WFP9, Havana - Country Office CUBA

Name of host organisation	United Nations World Food Programme - Country Office CUBA
Fellowship Coordinator	
Address	WFP CUBA, Calle 36, Numero 724, bajos, entre 7ma y 17. Miramar. Playa. Cuba
Homepage	

Placement Offer

Dates/duration	01.09.2017 – 30.06.2018, 10 months
Supervisor	Gabriela Hernandez, Country Director
Detailed description of the fellowship project(s); tasks assigned	<ul style="list-style-type: none"> - The World Food Programme (WFP) is the world's largest humanitarian agency, fighting hunger worldwide. In its current endeavour of moving from a food aid to a food assistance agency, there is an increased role for WFP in building the capacity of governments and relevant stakeholders in supporting sustainable food security for the vulnerable. In line with this, we are currently seeking for a Communications Professional Officer to fill the position of Fellowship under the CD's supervision/WFP Cuba Office in Havana. - WFP has been an active player in Cuba since 1963, when the first emergency operation was launched to assist the people affected by hurricane Flora. Throughout the following decades, WFP's support to the government has been two-fold: strengthening food security and nutrition, as well as enhancing disaster management capacities. - With the aim to bolster the government's efforts in updating its economic model and social programmes, WFP is currently implementing its first Country Programme for Cuba, covering the period 2015-2018. The objective is to strengthen the social protection safety nets for the vulnerable population making them more efficient and sustainable by fostering links with the agricultural production system and increasing preparedness and resilience towards natural disasters. Hence, the Country Programme comprises three interlinked components: i) support food security and nutrition-related social protection programmes; ii) strengthen links between social protection systems and agricultural value chains; and iii) increase community resilience, disaster risk management and climate change adaptation capacities at the local level. - Moreover, WFP continues to provide assistance through emergency response programmes in case of natural calamities, as Cuba is often affected by tropical storms, hurricanes, heavy rainfall and droughts. Since 2008, losses from climate hazards have exceeded USD 20 billion, with significant impacts on the economy and food security. <p>Within the framework of the Fellowships Programme for Technical Cooperation Capacity Building and Human Resources Development, the candidate will perform the following duties:</p> <ol style="list-style-type: none"> 1. Support the process of vulnerability analysis and mapping of food security in the country. 2. Contribute to strengthen WFP knowledge base and the understanding of food security and vulnerability issues at country level contributing to a better preparedness and response capacity to protect the lives and livelihoods of vulnerable communities that are at risk; 3. Ensure the use of such knowledge to inform WFP decision making and contribute to country level work of government counterparts, civil society organizations, bilateral donors and UN agencies; 4. Contribute to the establishment and maintenance of a food security and vulnerability monitoring system to detect changes in the food security and vulnerability situation of populations at risk; 5. Collect/develop and analyse information products to support emergency preparedness i.e. risk analysis, early warning and contingency planning, including

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Reference No.: WFP9, Havana - Country Office CUBA

	<p>in preparedness activities, organize and conduct emergency needs assessments and support operational planning. Periodically monitor the management of risks and report on any actions taken;</p> <p>6. Contribute to related to the development of a Country Plan Strategy with regards to food security and nutrition and identify the key areas in which WFP will intervene to support the national priorities.</p> <p>7. Support the identification of activities and preparation of proposal related to climate change adaptation and resilience on food security</p> <p>8. Other as required.</p>
Training components and learning elements	<p>At the end of the assignment the fellow should have:</p> <ul style="list-style-type: none"> • Good understanding of WFP operations and activities in Cuba and globally; • Strategies and approaches to assess food security vulnerability and analysis and how this is part of WFP mandate and work within the specificity of Cuba and globally with a specific focus on mid-income countries; • Further understanding of the use of food security vulnerability analysis as a critical tool in development and humanitarian response; • In vulnerability analysis, preparedness and resilience; • Increased or acquired general knowledge of the UN system and its policies, rules, regulations and procedures. • Developed and extensive knowledge of the Cuba context and food security situation in particular at a time when the country is going through an historical process.
Participation in missions or training courses	<p>The candidate will be able to undertake at least one field mission to rural areas to gather first-hand experience with regard to WFP Cuba operations and project activities.</p> <p>Possible trainings include:</p> <ul style="list-style-type: none"> • Training on WFP corporate VAM; • On the job training on the use of VAM as a critical tool in development and humanitarian response; • Linkages between climate change, resilience and food security
Additional comments	<p>In COs, these roles report to the Head of Programme, with the overall supervision by the Country Director.</p>

Required Qualifications

Academic qualification (student, B.A., M.A.)	Student in the last year of B.A or M.A
Subjects	Candidates should be enrolled in an advanced university degree in one or more of the following disciplines: Humanitarian and/or development assistance, International Relations, Data Analysis, Social Sciences or any other related field.
Language Skills	Fluency (level C) in English language and the duty station's language: Spanish.
Computer literacy	Excellent knowledge of Microsoft Office (namely Excel and Word) needed, knowledge of GIS is welcomed
Fellowship-related experiences	Previous experience with the U.N. system or development work.
Additional skills/requirements	WFP Cuba is looking for a candidate who is enthusiastic to bring changes to the people that WFP serves. A strong analytical skill, excellent writing and communication skills as well as the capacity to work with diverse team will make a successful candidate.

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Reference No.: WFP10, Guatemala-Stadt - Green Climate Fund Programme

Name of host organisation	World Food Programme
Internship Coordinator	Mario Touchette Irma Palma
Address	13 calle, 8-44, Zona 10, Edyma Plaza, Oficina 400, Guatemala
Homepage	http://www.wfp.org

Placement Offer

Dates/duration	01.09.2017 – 30.06.2018. 10 months
Supervisor	Irma Palma, Programme Policy Officer
Detailed description of the internship project(s); tasks assigned	<p>The UN fellow hired under these Terms of Reference is expected to support the Resilient component of WFP Guatemala Country Programme (CP 200641), consisting in support asset creation and protection of natural resources in the most vulnerable communities. The UN fellow is also supposed to support the Green Climate Fund Programme (GSF) to foster resilience in response to climate change adaptation. Within the framework of the Fellowship Programme for Technical Cooperation Capacity Building and M&E, the candidate will perform the following duties:</p> <ul style="list-style-type: none"> - Participate in assessment, appraisal and evaluation missions with particular focus on WFP's best practices on climate resilience and adaptation; - Support the Country Office in providing trainings and capacity building for Government staff; - Strengthen capacity of the Country Office in partnering with other relevant stakeholders regarding climate change adaptation and resilience; - Any other task as required. - Support the Country Office for the application and analysis of WFP's new corporate resilience/CCA indicators. - Help the Country Office with planning and carry-out of impact analysis on asset building activities of CO Guatemala's CP / GCF. - Foster dissemination of monitoring data on resilience interventions, by drafting reports and inputs for social media, and others. <p>Main outputs:</p> <ul style="list-style-type: none"> - Summary notes/case studies on climate resilience's best practices in the country. - Periodic reports regarding coordination activities with other stakeholders and trainings for Government. - Standard Project Reports for resilience activities.
Training components and learning elements	<p>After the assignment, the candidate will be able to:</p> <ul style="list-style-type: none"> - Fully participate in assessments and review missions and write related reports; - Reporting activities at different levels; - Strengthen skills in qualitative and quantitative data analysis and reporting; - Gather experience in field-based UN (WFP) operations; - Familiarize with strategies, methodologies and tools related to M&E for resilience, including innovative digital applications that allow for impactful visual data display.
Participation in missions or training courses	<ul style="list-style-type: none"> - Field missions for supervision and trainings will take place. - Intern will be given time to learn on M&E by doing the complete on-line part of

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Reference No.: WFP10, Guatemala-Stadt - Green Climate Fund Programme

	<p>WFP's M&E Learning programme.</p> <ul style="list-style-type: none"> - Intern will be invited to participate in trainings for monitors and cooperating partners in country. - Familiarized with 3PA (Three-Pronged Approach) and FFA Manual.
Additional comments	<ul style="list-style-type: none"> - WFP's assistance aims also at enhancing the Government's capacity in resilience strategy by providing guidance and advice in the establishment of an effective early warning system, nutrition sensitive, governance in food security and nutrition and gender approach at the national level. - Furthermore, field missions will allow to be in direct contact with local partners, communities and beneficiary groups. - As the fellow will be fully integrated within the WFP Country Office, he/she will also benefit from the support of the experienced technical staff in the office.

Required Qualifications

Academic qualification (student, B.A., M.A.)	Candidates must hold at least a Bachelor Degree
Subjects	One of the following disciplines: Rural Development, Humanitarian and/or development assistance, International Relations, Social Sciences or any other related field.
Language Skills	Language proficiency in Spanish and English (C1-C2 level)
Computer literacy	<ul style="list-style-type: none"> - Excellent skills of Microsoft Office (especially Word and Excel) - Knowledge of a statistical package (SPSS, Stata, SAS or other) is considered a plus.
Internship-related experiences	Previous experience with the U.N. system (as preference), with a cooperation agency in the field of humanitarian/development assistance or with the government of a developing country will be considered an asset.
Additional skills/requirements	<ul style="list-style-type: none"> - Teamwork: Ability to work collaboratively with colleagues to achieve organizational goals. - Communication: Ability to speak and write clearly and effectively - Planning and Organizing: Ability to develop clear goals that are consistent with agreed strategies and ability to work independently under minimum supervision - Creativity: Ability to actively seek to improve programmes or services. - Enthusiasm, good interpersonal skills

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Reference No.; WHO1, Genf - Department of Information, Evidence and Research

Name of host organisation	World Health Organization
Internship Coordinator	Dr. Andreas Reis
Address	Global Health Ethics Unit Department of Information, Evidence and Research Avenue Appia 20 CH 1211 Geneva 27
Homepage	http://www.who.int/ethics/en/

Placement Offer

Dates/duration	01.09.2017 - 28.02.2018, 6 months
Supervisor	Dr. Andreas Reis
Detailed description of the internship project(s); tasks assigned	<p>The Global Health Ethics Unit of the World Health Organization embeds the principles of universality, fairness, justice and dignity into programmes and policies across WHO and fosters effective global and intergovernmental action for health based on these principles. It coordinates WHO's work on bioethics, public health and research ethics, houses the Secretariat of the Research Ethics Review Committee (ERC), the Secretariat of the Global Summit of National Bioethics Advisory Bodies (NEC) and the Ethics Resource Centre. The work of the unit aims to advance the role of the Organization in the field of public health and research ethics; and to strengthen the capacity of Member States in addressing and ensuring ethics of health care, public health, and biomedical science. The unit is the focal point for the examination of ethical issues raised by activities throughout the organization, including the regional and country offices, and Member States and to develop guidance regarding a wide range of global bioethics topics.</p> <p>The intern will</p> <ul style="list-style-type: none"> - work closely with the Ethics and Health professional staff to provide research assistance on a variety of topics as needed, in particular on ethical issues related to equitable access to health care services, HIV/AIDS, tuberculosis, bioterrorism, influenza, public health and health systems research, emergency response, public health surveillance, biobanking and new technologies - exploring with the team, issues related to ongoing projects concerning research ethics; - preparing and updating materials for Ethics and Health website, and - participating in various activities of Ethics and Health, including assisting in preparation for any meetings, publications and reports, etc.
Training components and learning elements	Participate in WHO lunchtime seminars, intensive one-on-one supervision, good contacts with other departments at WHO ensures that the intern gets an insight into the broad scope of WHO's work; inter-cultural skills, foreign language skills
Participation in missions or training courses	Special seminars for interns, possibility of participation in some WHO trainings at HQ. International travel an option (on intern's own funding)
Additional comments	

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Reference No.; WHO1, Genf - Department of Information, Evidence and Research

Required Qualifications

Academic qualification (student, B.A., M.A.)	
Subjects	Medicine, Philosophy, Law, Ethics, Health Economics, Biotechnology, Political Science, Nursing, Public Health
Language Skills	French or other UN languages an asset
Computer literacy	Word, PowerPoint, MEDLINE/pubmed, web search engines;
Internship-related experiences	Developing country or other UN experience an asset
Additional skills/requirements	Interest in global justice and public health issues Very good English writing skills an asset

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Reference No.: WHO2, Genf - Department of Health Systems Governance and Financing

Name of host organisation	World Health Organization Department of Health Systems Governance and Financing Health Financing Policy team
Internship Coordinator	Inke Mathauer, MSc., PhD
Address	Avenue Appia 1211 Geneva
Homepage	www.who.int/health_financing

Placement Offer

Dates/duration	01.09.2017 - 28.02.2018, 6 months
Supervisor	Inke Mathauer, MSc., PhD
Detailed description of the internship project(s); tasks assigned	<p>The overall mission of the Department of Health Systems Governance and Financing is to work with countries and partners to foster the development of equitable, efficient and sustainable forms of health system financing. This will be achieved through policy advisory support to countries in concert with WHO Regional and Country Offices, the generation of relevant analysis and evidence, as well as guidance on systematic approaches to support national health financing policy development processes, implementation, policy analysis, and appropriate capacity building. The Health Financing Policy team is charged with promoting conceptual clarity on health financing issues, developing and disseminating evidence on the implications of different health system financing mechanisms in different contexts, with providing policy support on national health financing policy development oriented to Universal Health Coverage, and promoting national ownership and leadership of health financing policy through appropriate capacity development activities.</p> <p>Specific tasks for the Carlo Schmid fellow:</p> <p>1. Contribution to the conceptual-analytical work of the Health Financing Policy Team, i.e. collecting, synthesizing and disseminating evidence on what works and what doesn't for universal health coverage specifically in the following thematic areas:</p> <ul style="list-style-type: none"> - How to shift to more strategic purchasing (which covers provider payment mechanisms, contracting with the private sector, efficiency measures, etc.): - Governance of health financing system and specifically of the purchasing function - Financing mechanisms to extend coverage to people from the informal sector <p>The fellow's work will contribute to the writing of</p> <ul style="list-style-type: none"> - Publications (journal articles), WHO Discussion Papers and Technical Briefs for Policy-Makers <p>2. Contribution to country activities, inter alia:</p> <ul style="list-style-type: none"> - Monitoring of country reform activity plans on health financing - Depending on skills and experience of the fellow: technical/policy advice to country colleagues <p>3. Contribution to the development of specialised training modules, specifically on</p> <ul style="list-style-type: none"> - Expansion of coverage to people in the informal sector and other vulnerable population groups - Strategic purchasing

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 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
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Reference No.: WHO2, Genf - Department of Health Systems Governance and Financing

Training components and learning elements	<ul style="list-style-type: none"> - Intensive one-to-one supervision by and exchange and collaboration with supervisor - Exposure to activities of other team colleagues through contribution to various team activities - Participation in the WHO lunchtime seminars - Participation in the departmental meetings and seminars - Participation in the intern events and trainings - Participation in selected WHO trainings and on-line courses - Participation in the UN mentoring program - Peer coaching with a matched peer coachee
Participation in missions or training courses	<ul style="list-style-type: none"> - Participation in WHO training courses (e.g. introductory courses on WHO; courses on copyright issues, human rights and health, research/literature search strategies – about 4-5 courses available from the WHO Library; course on how to write manuscripts; HR events, e.g. how to present oneself) and intern training courses organized by HRD - Participation in conferences organized by WHO in Geneva - Attendance of expert working group meetings in Geneva
Additional comments	

Required Qualifications

Academic qualification (student, B.A., M.A.)	M.A.
Subjects	Health Economics, Economics, Health Financing, Health Systems Strengthening, Political Science, Public Health, Health Sciences, Social Sciences (Anthropology, Sociology), Medical Studies
Language Skills	In addition to English, French or another UN language (e.g. Spanish) is an asset.
Computer literacy	Microsoft Office (Word, PowerPoint), particularly good knowledge of Excel functions, Excellent literature search skills; STATA skills an asset
Internship-related experiences	Previous internship experiences are helpful (e.g., in project management and conceptual-analytical work; research; preparation of presentations and working papers; organization of workshops); Working or living experience in a developing country an asset; Other international organization experience an asset.
Additional skills/requirements	<ul style="list-style-type: none"> - Good knowledge of health systems and health financing issues - Good knowledge of health economics concepts

CARLO SCHMID PROGRAMME
FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
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Reference No.: WHO3, Kopenhagen - Unit of Evidence and Information for Policy

Name of host organisation	World Health Organization Regional Office for Europe
Internship Coordinator	Tanja Kuchenmüller, Technical Officer, Unit of Evidence and Information for Policy
Address	UN City Marmorvej 51 DK-2100 Copenhagen Ø, Denmark
Homepage	www.euro.who.int/en/data-and-evidence/evidence-informed-policy-making www.euro.who.int/en/evipnet

Placement Offer

Dates/duration	01.09.2017 – 28.02.2018, 6 months
Supervisor	Tanja Kuchenmüller
Detailed description of the internship project(s); tasks assigned	<p>The Division of Information, Evidence, Research and Innovation (DIR) houses numerous efforts aimed at helping policy-makers in health to make better decisions for people's health. This video introduces the Regional Office's recent action plan to strengthen the use of evidence, information and research for policy-making in the European Region, which provides further insights into the Division's work. The European Health Information Initiative is the Regional Office's mechanism to implement the above. As one of its key pillars, the Unit of Evidence and Information for Policy is leading the Evidence-informed Policy Network (EVIPNet) in the WHO European Region, a research-to-policy initiative that the CSP-trainee will be supporting.</p> <p><u>Evidence-informed Policy Network (EVIPNet) Europe:</u> EVIPNet Europe aims to increase WHO Member States' ability to develop evidence-informed health policies – in line with and support of the European health policy framework "Health 2020" and the Sustainable Development Goals. The Network currently involves 19 member countries. It develops sustainable country-owned research-to-policy processes and structures through the establishment of national country teams (so-called knowledge translation platforms) (http://www.euro.who.int/en/evipnet). The CSP-trainee shall perform the following duties and responsibilities:</p> <p>To learn more about EVIPNet Europe's achievements to date and important lessons learned for the future, the trainee will support the monitoring and evaluation (M&E) of the EVIPNet Europe pilot phase in eight countries in the WHO European Region (Hungary, Kazakhstan, Kyrgyzstan, Lithuania, Republic of Moldova, Poland, Slovenia and Tajikistan), including:</p> <ul style="list-style-type: none"> • supporting the coordination and implementation of the M&E activities in close collaboration with the WHO country offices and the EVIPNet Europe member countries; • helping collect and analyse quantitative and qualitative data; and • supporting the preparation of an evaluation report, and a manuscript for publication in a peer-reviewed journal. <p>To ensure EVIPNet Europe, its activities and tools are widely known, understood and supported within the Network, among professionals and the public, the trainee will assist in implementing and further developing the EVIPNet Europe communication strategy, including:</p> <ul style="list-style-type: none"> • conceptualizing and implementing innovative events (e.g. the Network's first lunchtime seminar at the WHO Regional Office for Europe); • organizing and co-hosting EVIPNet Europe's webinars for its member countries; • engaging and collaborating with external stakeholders and partners; • co-moderating EVIPNet Europe's virtual forum and establishing a repository of relevant scientific research-to-policy literature for the forum's members; and • developing and disseminating key communication materials (e.g. web articles, short meeting summaries and the Network's annual report). <p>To increase understanding of effective research-to-policy activities within the WHO European Region, the trainee will develop a case study of an institution outside of WHO, which has demonstrated policy impact through its activities, by:</p>

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Reference No.: WHO3, Copenhagen - Unit of Evidence and Information for Policy

	<ul style="list-style-type: none"> • developing a concept note to conduct the case study; • undertaking a desk review (through internet/literature searches) and interviews; • collecting and analysing the data, drawing key lessons learned for EVIPNet Europe; • developing a report to be shared with the network and published online.
Training components and learning elements	<p>At the end of the internship, the CSP-trainee will:</p> <ul style="list-style-type: none"> • Understand the mandate, functioning and scope of WHO through participation in staff orientation training, taking active part in Governing Bodies activities as appropriate, interacting with representatives of WHO's partners, and participating in coordination meetings and conferences taking place in the Copenhagen Office • Understand the vision and mission of EVIPNet Europe and the underlying principles of evidence-informed health policy-making through the work with the EVIPNet Europe team and by being involved in its diverse activities • Understand the impact of evidence-informed policy-making in the context of EVIPNet Europe and beyond through the development of a case study • Build collaborative and rewarding professional relationships and international networks through activities listed above, as well as through mentorship by the supervisor • Build skills in communication and advocacy, data collection and analysis, M&E, organization, management and leadership, and teamwork through on-the-job training and using of tools • Strengthening effective English writing and communication skills
Participation in missions, courses	An intern will participate in in-house trainings such as library courses and research-to-policy trainings, as identified and available.
Additional comments	Information on accommodation can be provided on request of the intern. No financial support can be provided.

Required Qualifications

Academic qualification (student, B.A., M.A.)	Master's Degree in one of the following fields Public Health, Medical studies, Political Science, International Relations, Development studies, Social Science, Information/Communication Sciences, Media, Journalism. The fellow must be enrolled in or recently finished graduate programme for the duration of the placement at WHO.
Subjects	Master of Science in International Health; Health and Society: Gender and Diversity Studies; International Media Studies; Vocational Education and Personnel Capacity Building; Development Management; Master's Programme International and Development Economics
Language Skills	Excellent verbal and writing skills in English, and basic knowledge of a second official language of the WHO regional Office for Europe (French, German or Russian). Fluency in Russian would be an asset for this project.
Computer literacy	Knowledge of Microsoft Office based applications required. Experience with internet and web-based searches. Knowledge of web publication and/or database management an advantage. Publishing management systems.
Internship-related experiences	At least 3 months of previous internship experience in the area of health or media at national or regional level, or a relevant area. The fellow's previous internship experience should relate to one of the following fields: Bringing research to policy, knowledge management, publication and publishing, and advocacy and stakeholder management
Additional skills/requirements	Strong analytical and research skills, ability to work in a multicultural environment and as part of a team, ability to work independently and under time pressure. Desirable: previous work experience in a national health administration or in an international organization. The candidate is expected to demonstrate and be guided by WHO competencies; specifically: producing results, moving forward in a changing environment and communicating in a credible and effective way

CARLO SCHMID PROGRAMME
 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
 PLACEMENT OFFER 2017/2018

Reference No.: WHO4, Copenhagen - Strategic Partnerships and Resource Mobilization

Name of host organisation	WHO Regional Office for Europe
Internship Coordinator	Svenja Herrmann, External Relations Officer
Address	WHO Regional Office for Europe Strategic Partnerships and Resource Mobilization Regional Director's Office UN City, Marmorvej 51 2100 Copenhagen, Denmark
Homepage	https://www.euro.who.int

Placement Offer

Dates/duration	01.09.2017 – 28.02.2018, 6 months
Supervisor	Svenja Herrmann
Detailed description of the internship project(s); tasks assigned	<p>The "Strategic Partnerships and Resource Mobilization" is a small team located in the Regional Director's Office. It is dealing with a wide variety of external relations and resource mobilization tasks. Moreover, it is in close contact with the staff of the Regional Office, as well as with WHO headquarters and partner organizations. The team supports the Regional Office and its staff in managing relations and cooperation with external partners, including EU institutions, UN agencies and NGOs. The intern will be fully involved in the daily work of the team and will be assigned to undertake some specific tasks. In particular, the intern will support the team in:</p> <ul style="list-style-type: none"> - Researching, collecting and reporting of external relations and partnership issues of relevance to the WHO/Europe; - Drafting of briefing material on key events/partners for the executive management, summaries of internal meetings with staff and/or external partners and reports; - Development of communication products and tools for internal and external use, e.g. Intranet and Internet pages, publications; - Preparation of coordination meetings with key partners and workshops
Training components and learning elements	<ul style="list-style-type: none"> - Structure, mechanism and policies of the UN system and WHO, as well as other key players in the area of health development; - WHO mechanisms and policies, in particular in relation to its key partners, NGOs and the private sector; - Interaction with representatives of WHO's partners and participation in coordination meetings and conferences taking place in the Copenhagen Office; - Knowledge of health and development issues in the context of the 53 Member States of the WHO European Region; - Strengthening effective English writing and communication skills; - Exposure to multicultural working environment and the daily work of an international organization.
Participation in missions or training courses	The intern will be able to participate in meetings and training courses in-house.
Additional comments	Assistance in finding accommodation can be provided on request of the intern. No financial support will be given.

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 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
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Reference No.: WHO4, Copenhagen - Strategic Partnerships and Resource Mobilization

Required Qualifications

Academic qualification (student, B.A., M.A.)	should have been enrolled in the past 6 months before start of the internship
Subjects	Public health, international relations and politics, economics, social sciences, communications or related.
Language Skills	Excellent command of English indispensable (written and spoken), knowledge of another European language an advantage
Computer literacy	Advanced skills in Microsoft Office applications and Web research
Internship-related experiences	<ul style="list-style-type: none"> - Studies/work experience in an English language speaking environment an advantage; - Previous internship experience in public or private sector at international level an advantage; - Good skills in communication, networking and strategic thinking; - Excellent drafting and editing skills in English.
Additional skills/requirements	<ul style="list-style-type: none"> - Ability to work independently and under time pressure; - Ability to adapt to a multi-cultural working environment; - Commitment to the Organization and the team

CARLO SCHMID PROGRAMME
 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
 PLACEMENT OFFER 2017/2018

Reference No.: WHO5, Copenhagen - Regional office for Europe

Name of host organisation	WHO Regional office for Europe
Internship Coordinator	Dr. Martin Weber
Address	Marmorvej 51 2100 Copenhagen Denmark
Homepage	www.euro.who.int

Placement Offer

Dates/duration	01.09.2017 – 31.03.2018, 7 months
Supervisor	Dr. Martin Weber
Detailed description of the internship project(s); tasks assigned	<p>To improve health and well-being of children and adolescents in Europe, the Regional Committee for Europe of WHO has approved the child and adolescent health strategy 2015 to 2020. The unit is monitoring the implementation of the strategy through a baseline assessment undertaken 2016, and through case studies of selected countries. Progress reports to the Regional Committee will be submitted in 2018 and 2020.</p> <p>In the context of the implementation of the strategy, the intern will contribute to the analysis and interpretation of data obtained from the 53 member states during the first follow up survey of the strategy being undertaken in 2017 and being reported in 2018. S/he will play a role in analysing and interpreting the data and the writing of a summary report. S/he will contribute to the country case studies in collaboration with unit staff and external experts, who will lead the country case studies. The intern is expected to review the country information in preparation, and analyse, and play a major role in the description of promotive factors and bottle necks for the adaptation and implementation of components of the strategy in national health systems.</p>
Training components and learning elements	<p>The intern will learn about the working of WHO, how international recommendations are converted into policy and action in countries, specifically in the context of children, and how international conventions like the Convention of the Rights of the Child are guiding this work. S/he will learn about the child health situation in a variety of countries, and how the problems can be addressed by international organisations. The intern will learn how to critically interpret international data sets, and how this information is used to monitor progress in child health.</p> <p>In WHO, the interns will be able to participate in meetings of the division and selected meetings of other divisions, and in presentations of invited experts to staff on a variety of health issues.</p>
Participation in missions or training courses	<p>The interns will be based in UNCity in Copenhagen, which houses 16 international organisations. S/he will have access to the training courses and seminars organised by these UN agencies, including WHO. Russian language course are offered and will be accessible.</p> <p>In the context of the country case studies which the intern will prepare, participation in selected missions might be possible.</p> <p>A major collaboration is the Health Behaviours of School-age Children study, which will be undertaken in 2017-18. Participation in the investigators meeting would be a training opportunity for the intern.</p>
Additional comments	

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FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
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Reference No.: WHO5, Copenhagen - Regional office for Europe

Required Qualifications

Academic qualification (student, B.A., M.A.)	Advanced BA, MA or MPH/MSc student or fresh graduate (BA or MA or MPH)
Subjects	Medicine, public health, political or social sciences
Language Skills	English, knowledge of Russian or another eastern European language would be an advantage
Computer literacy	Word, Excel, Data base management and graphics production an asset
Internship-related experiences	Previous internship in another European or developing country an advantage, particularly in a health-related institution
Additional skills/requirements	The applicant should have a particular interest in child and adolescent health issues

CARLO SCHMID PROGRAMME
FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
PLACEMENT OFFER 2017/2018

Reference No.: WWF1, Paris - Green Finance

Name of host organisation	World Wide Fund for Nature (WWF France)
Internship Coordinator	Jochen Krimphoff
Address	Until June 2017: 1 Carrefour de Longchamp, 75016 Paris After June 2017 : 35-37 rue Baudin 93310 Le Pré Saint-Gervais
Homepage	http://www.wwf.fr/

Placement Offer

Dates/duration	01.09.2017 – 28.02.2018, 6 months
Supervisor	Jochen Krimphoff, deputy director – green finance, WWF France
Detailed description of the internship project(s); tasks assigned	<p>WWF France is seeking an intern for its green finance programme. WWF's green finance programme seeks to achieve:</p> <ul style="list-style-type: none"> • a measurable increase in public and private financial flows towards sustainable development and away from unsustainable activities; and • that public and private financial institutions catalyse change in government and business policies and practices to reduce threats to nature, by integrating and reporting on environmental and social safeguards in investment frameworks. <p>The intern will support WWF France's advocacy campaigns and goals in the area of green finance. More specifically, the intern will conduct research and drive coordination efforts to support WWF's international advocacy campaigns in close coordination with WWF's finance practitioners in other European countries (including Germany) and in Brussels in areas including (but not limited to) the following areas:</p> <ul style="list-style-type: none"> • Regulatory frameworks. Promote and develop credible arguments for robust climate-related corporate disclosure requirements and climate-stress testing of financial institutions (Article 173 of the French Law for the Energy Transition and Green Growth; Task Force on Climate-related disclosure convened by the Financial Stability Board (FSB), results of the German Presidency of the G20 in the area of green finance, EU regulatory initiatives, etc.). • Promotion of green finance. Contribute to activities conducted by WWF to promote green finance through participation in collective action (green financial centers, science based targets, etc.), bilateral exchanges with financial institutions, media work, events dedicated to WWF donor community... • Standardization of practices for the bond market. Promote robust, credible, fully-developed and widely accepted standards for green bonds in close collaboration with the Green Bond Principles (GBP) and the Climate Bonds Initiative (CBI) whether for corporate, covered bonds (e.g., German Pfandbrief) or sovereign bonds; • Voluntary commitments by the financial services industry. Monitor the effective implementation of voluntary commitments made by private and public sector finance institutions under the Global Climate-Action Agenda (GCAA) at COP-21;
Training components and learning elements	<p>The intern will also learn how an international NGO such as WWF works, how it builds its advocacy campaigns and how it cooperates with national, regional and international institutions.</p> <p>Finally, the intern will participate in the daily activities of WWF France, one of the leading environmental NGO in the France.</p>
Participation in missions or training courses	There will be no training courses. Potential missions may be considered depending on opportunities.
Additional comments	

CARLO SCHMID PROGRAMME
 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
 PLACEMENT OFFER 2017/2018

Reference No.: WWF1, Paris - Green Finance

Required Qualifications

Academic qualification (student, B.A., M.A.)	The intern does not have to be enrolled in a graduate programme for the duration of the internship. A master's degree in one of the following fields is required: Master's / MBA degree or PhD. in business management, economics and/or finance, engineering or political science.
Subjects	(Green) finance, international economics, political science, environmental studies, International relations
Language Skills	Total fluency in English, both in writing and speaking Fluency in French will be taken into consideration Knowledge of any other language is an asset
Computer literacy	Knowledge of MS Office (Word, Excel, PPT)
Internship-related experiences	Experience/internship in a financial institution or in the financial services industry would be an asset.
Additional skills/requirements	Research and analysis skills, as well as abilities for synthetic writing Capacity to work in a team and in an international setting Personal commitment to WWF's mission and goals

CARLO SCHMID PROGRAMME
FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
PLACEMENT OFFER 2017/2018

Reference No.: WWF2, Paris - Sustainable Food Lifestyle

Name of host organisation	World Wide Fund for Nature (WWF France)
Internship Coordinator	Jochen Krimphoff
Address	Until June 2017: 1 Carrefour de Longchamp, 75016 Paris After June 2017 : 35-37 rue Baudin 93310 Le Pré Saint-Gervais
Homepage	http://www.wwf.fr/

Placement Offer

Dates/duration	01.09.2017 – 28.02.2018, 6 months
Supervisor	Michael Mulet, 10YFP coordinator / international programme officer, Food & Agriculture Programme, WWF France
Detailed description of the internship project(s); tasks assigned	<p>In 2015/2016 WWF has been appointed co-leader of the Lifestyles and Education (SLE) programme and the Sustainable Foods Systems (SFS) Programme, both conducted under the umbrella of the 10-Year-Framework of Programmes (YFP) on Sustainable Consumption & Production (SCP) of the United Nations.</p> <p>The intern will be working with and supporting the coordination of these two programmes in close cooperation with the other co-leads of these programmes (Government of Japan, represented by IGES in Japan, Government of Sweden represented by the Stockholm Environment Institute, the Government of Switzerland, the Government of South Africa, and the NGO Hivos) as well as WWF offices worldwide (including WWF Germany).</p> <p>He/she will be supporting the day-to-day management and operations of the coordination desk of the programme, which acts as the interface between the programme and the 10YFP Secretariat, hosted by the UN Environment Programme, the co-leads, the members of the Multistakeholder Advisory Committee (MAC) and its partners.</p> <p>In particular, the intern will:</p> <ul style="list-style-type: none"> • Support the overall coordination of the programme implementation. • Organise and facilitate periodic meetings (face-to-face, but also via telephone and/or WebEx) of 10YFP partners as well as a co-leads meeting scheduled to take place in Paris in September 2015. • Mobilise funding for the 10YFP together with co-leads, MAC members and Partners. • Liaise with field projects on SCP in South-East Asia (in particular in Thailand, Indonesia and the Philippines).
Training components and learning elements	The internship offers the opportunity for an hands-on experience in facilitating and management of an international multi-stakeholder programme. The intern will also learn how an international NGO such as WWF works, how it builds its advocacy and how it relates to national, regional and international institutions. Finally, the intern will participate in the daily activities of WWF France, one of the leading environmental NGO in the France.
Participation in missions or training courses	There will be no formal training courses. Potential missions may be considered depending on opportunities.
Additional comments	

CARLO SCHMID PROGRAMME
 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
 PLACEMENT OFFER 2017/2018

Reference No.: WWF2, Paris - Sustainable Food Lifestyle

Required Qualifications

Academic qualification (student, B.A., M.A.)	The intern does not have to be enrolled in a graduate programme for the duration of the internship. A master's degree is required.
Subjects	International relations, international security, international economics, political science, environmental studies
Language Skills	Total fluency in English, both in writing and speaking Fluency in French will be taken into consideration Knowledge of any other language is an asset
Computer literacy	Knowledge of MS Office (Word, Excel, PPT)
Internship-related experiences	Research-oriented internships and experiences in international NGOs and institutions would be an asset
Additional skills/requirements	Personal commitment to WWF's mission and goals Capacity to work in a team and in an international setting Research and analysis skills, as well as abilities for synthetic writing

CARLO SCHMID PROGRAMME
 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
 PLACEMENT OFFER 2017/2018

Reference No.: WWF3, Paris - Sustainable Transportation

Name of host organisation	World Wide Fund for Nature (WWF France)
Internship Coordinator	Jochen Krimphoff
Address	Until June 2017: 1 Carrefour de Longchamp, 75016 Paris After June 2017 : 35-37 rue Baudin 93310 Le Pré Saint-Gervais
Homepage	http://www.wwf.fr/

Placement Offer

Dates/duration	01.09.2017 – 28.02.2018, 6 months
Supervisor	Marie-Christine Korniloff , Head of Corporate Engagement, WWF France
Detailed description of the internship project(s); tasks assigned	<p>WWF is working to build a future where people and nature thrive. To create change at the scale and speed our planet needs, everyone must be part of the solution. That's individuals, governments and business.</p> <p>Whether through direct operations or supply chains, business depends on natural resources. It needs energy. WWF works directly with companies and through industry-specific roundtables and platforms to reduce the ecological footprint of doing business, and to help the private sector be better stewards of shared natural assets.</p> <p>As part of the "Lima-Paris Action Agenda", more than 70 sectorial initiatives were displayed at COP21 in 2015, with around 11,000 commitments collected in total. In this context, the engagement from non-state actors and initiatives is a key asset to increase the level of ambition needed and accelerate implementation at domestic level.</p> <p>On the business side, to date, 193 companies joined "Science-based target" call to align their GHG cuts with available carbon budget under a 2°C trajectory, led by CDP, UN Global Compact, WRI and WWF. The purpose of the initiative is to encourage companies to set science based targets under a sectoral decarbonization approach. 25 companies have already announced their targets but most of them are dealing with various methodologies and some sectors require a specific development such as the transport sector.</p> <p>For this purpose, WWF will conduct some working groups to define the best suitable approaches for some sectors that need developments such as the transport sector, including participants from companies themselves.</p> <p>WWF France is also leading a sustainable cities initiative to gather private and public actors around a common vision and pilot projects and in liaison with other WWF offices such as WWF China and WWF Sweden. Companies from the transport sector are also targeted to join this initiative and conduct research and develop activities toward new mode of mobility.</p> <p>Within this framework and under the supervision of the Corporate Engagement team in France, the intern will be in charge of supporting the development of this project. He/she will be working in close relationship with the WWF SBT team and other offices that could be involved such as WWF Germany and WWF China. Tasks may include monitoring of international related initiatives and research projects on the matter, analysis of studies and companies strategy, redaction of notes and reports, preparation of meetings and events, ...</p>

CARLO SCHMID PROGRAMME
 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
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Reference No.: WWF3, Paris - Sustainable Transportation

Training components and learning elements	The internship offers the opportunity for an in-depth research on an international paradigm, linking sustainable development and corporate engagement. The intern will also learn how an international NGO such as WWF works with private sector, how it builds its advocacy and how it relates to national, regional and international institutions and organizations. Finally, the intern will participate in the daily activities of WWF France, first environmental NGO in the country.
Participation in missions or training courses	There will be no training courses. Potential missions may be considered depending on opportunities.
Additional comments	

Required Qualifications

Academic qualification (student, B.A., M.A.)	The intern does not have to be enrolled in a graduate program for the duration of the internship. A master's degree is required.
Subjects	Corporate, Social Responsibility, carbon footprint, energy transition, and energy policy, environmental studies. All with a focus on the transport sector.
Language Skills	Total fluency in English, both in writing and speaking Fluency in French will be taken into consideration
Computer literacy	Knowledge of MS Office (Word, Excel, PPT)
Internship-related experiences	Experiences with private sector and/or climate/energy/transport related organizations would be an asset
Additional skills/requirements	Personal commitment to WWF's mission and goals Capacity to work in a team and in an international setting Research and analysis skills, as well as abilities for synthetic writing