

**CORE VALUES:** *INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY*

## Internship - UNECE

**Special Notice** The internship is for a duration of 3 months within the period 1 January to 31 March 2024. Completed online application (Cover Note and Personal History Profile) is required.

**Org .Setting And Reporting** The internship is located in the secretariat of the UNECE Convention on Access to Information, Public Participation in Decision-making and Access to Justice in Environmental Matters (Aarhus Convention), Environment for Europe and Sustainable Development Section of the Environment Division, United Nations Economic Commission for Europe based in Geneva.

UNECE Environment Division contributes to the overall objectives and mandate of UNECE as a multilateral platform facilitating greater economic integration and cooperation among its member States, and to the broad aim of the Environment subprogramme to safeguard the environment and human health, and to promote sustainable development in line with the 2030 Agenda for Sustainable Development by supporting the implementation of the Sustainable Development Goals.

**Responsibilities** The intern is expected to contribute to the work of the Environment Division as follows:

- (a) **Support the preparation** (including through legal and policy research and drafting of relevant documents), **organization and servicing** of the meetings of the Compliance Committees under the Aarhus Convention and the Protocol on Pollutant Release and Transfer Registers (PRTRs), as well as meetings of other bodies under the Convention and the Protocol such as the Task Forces and the Working Groups of the Parties, and of any other intersessional activities;
- (b) **Provide support to the Aarhus Clearinghouse for Environmental Democracy and PRTR.net** established under the auspices of the Convention, including through research, drafting and editing of entries as well as the Aarhus Convention online reporting tool for national implementation reports;
- (c) **Assist with the preparation of outreach materials for publication on the Aarhus Convention and Protocol on PRTRs**, as needed;
- (d) **Assist the officers of the secretariat** with day-to-day tasks, as required for the implementation of the work programmes of the Aarhus Convention and its Protocol on PRTRs.

### Competencies

- **Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.
- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input

by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

- **Planning& Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

**Education** To qualify for the United Nations Internship Programme, the following conditions must be met:

Applicants to the United Nations internship programme must at the time of application meet one of the following requirements: (a) Be enrolled or have completed 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).

Be computer literate in standard software applications and CMS (e.g. Drupal);

For this internship, studies in law, preferably including international and/or human rights and/or environmental law or equivalent are required

Have a demonstrated keen interest in the work of the United Nations and have a personal commitment to the ideals of the Charter;

Have a demonstrated ability to successfully interact with individuals of different cultural backgrounds and beliefs, which include willingness to try and understand and be tolerant of differing opinions and views.

Applicants for all countries are accepted and under-represented or un-represented countries in the UN are encouraged to apply.

**Work Experience** No professional work experience is required for participation in the Internship Programme.

**Languages** English and French are the working languages of the United Nations Secretariat. For this internship, fluency in English is required.

**Please note:**

For technical reasons, the formal advertisement on the UN careers portal is currently not possible. Administration is hoping to resolve this issue by early December. In the meantime, we are seeking applications of possible internship candidates by email.

To submit your application, please register on <https://inspira.un.org>, complete your profile and create a draft application, including motivation statement, and send the PHP in pdf file format by email to [aarhus.survey@un.org](mailto:aarhus.survey@un.org).

The cover note of your application must include: Title of the degree and graduation date or title of the degree that you are currently pursuing and the expected graduation date. List the IT skills and programmes that you are proficient in, Top three areas of interest, Explain why you are the best candidate for the internship position, Explain your interest in the United Nations Internship Programme.

Incomplete applications will not be reviewed. **KINDLY NOTE THAT THIS TEMPORARY JOB OPENING IS SOLELY FOR THE PURPOSE OF AN INTERNSHIP WITH THE ECONOMIC COMMISSION FOR EUROPE.** The Internship Programme is guided by Administrative Instruction ST/AI 2020/1 of the United Nations issued by the Under-Secretary-General for Management. Interns are considered type I gratis personnel. They are not staff members. The United Nations does not financially remunerate interns. Costs and arrangements for travel, visas, accommodation and living expenses are the responsibilities of interns or their sponsoring institutions. Interns work five days per week. Interns shall not be eligible to apply for, or be appointed to, any post in the Secretariat for a period of six months following the end of their internship. The United Nations accepts no responsibility for the medical insurance of the intern or costs arising from accidents and illness incurred during an internship. Applicants for internship must show proof of valid medical insurance coverage and provide a medical certificate of good health. The United Nations is not responsible for any claims by any parties where the loss of or damage to their property, death or personal injury was caused by the actions or omission of action by the interns during their internship. A person who is the child or sibling of a staff member shall not be eligible to apply for an internship at the United Nations. An applicant who bears to a staff member any other family relationship may be engaged as an intern, provided that he or she shall not be assigned to the same work unit of the staff member nor placed under the direct or indirect supervision of the staff member. For purposes of this instruction, "child" means (i) the child of a staff member; (ii) the child of the spouse of a staff member (stepchild); and (iii) the spouse of a child of a staff member or a staff member's spouse (son- or daughter-in-law). "Sibling" includes the child of both or either parent of a staff member and the child. Please note that candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have committed, or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.

**United Nations Considerations** According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity, including but not limited to, respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to, whether they have committed or are alleged to have committed criminal offences or violations of international human rights law and international humanitarian law. Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. The United Nations Secretariat is a non-smoking environment.

The screening and evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of

the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications, including but not limited to, their education, work experience, and language skills, according to the instructions provided on inspira. Applicants will be disqualified from consideration if they do not demonstrate in their application that they meet the evaluation criteria of the job opening and the applicable internal legislations of the United Nations. Applicants are solely responsible for providing complete and accurate information at the time of application: no amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to a reference-checking process to verify the information provided in the application.