



UNITED NATIONS ENVIRONMENT PROGRAMME

Programme des Nations Unies pour l'environnement Programa de las Naciones Unidas para el Medio Ambiente
Программа Организации Объединенных Наций по окружающей среде برنامج الأمم المتحدة للبيئة
联合国环境规划署



UN Internship Vacancy Announcement

Environmental Affairs and Communication Intern (Toyama, Japan or Busan, R. Korea)

Duty station: Toyama, Japan / Busan, Republic of Korea
Application deadline: until the post is filled
Duration: 6 months

The United Nations Environment Programme (UNEP) is the leading global environmental authority that sets the global environmental agenda, promotes the coherent implementation of the environmental dimension of sustainable development within the United Nations system and serves as an authoritative advocate for the global environment. UNEP's Division of Environmental Policy Implementation (DEPI) works with international and national partners, providing technical assistance and advisory services for the implementation of environmental policy, and strengthening the environmental management capacity of developing countries and countries with economies in transition. This internship post is located in UNEP/DEPI/NOWPAP at the Toyama, Japan or Busan, R. Korea duty station.

The Action Plan for the Protection, Management and Development of the Marine and Coastal Environment of the Northwest Pacific Region (NOWPAP) was adopted in September 1994 as a part of the Regional Seas Programme of the United Nations Environment Programme (UNEP). Member states of the NOWPAP are Japan, P.R. China, Republic of Korea, and the Russian Federation (<http://nowpap.org>). Regional Coordinating Unit (RCU) of NOWPAP with two offices (in Toyama and Busan) has overall responsibility for the implementation of the NOWPAP Members' decisions regarding the operation of the Action Plan. The RCU maintains close contacts with and supports the work of the NOWPAP Regional Activity Centres as well as maintains cooperative relationships with other regional and international organizations.

The internship position will support RCU in the implementation of the NOWPAP Programme of Work. Daily responsibilities will depend on the individual's background; assigned supervisor as well as the internship period. Under the direct supervision of the NOWPAP RCU, the Environmental Affairs and Communication Intern will:

- Assist the Senior Coordinator and other programme staff with outreach to Japanese and Korean governments, including local governments and various UNEP stakeholders in the region;
- Assist staff with the organization of events;
- Undertake research, monitor relevant scientific and policy developments;
- Support website and social media development;
- Develop communication materials;
- Assist in answering enquiries from the press and public;
- Assist in the drafting of reports on the progress of activities when requested;
- Attend and report back on meetings and/or conferences;
- Take minutes at staff meetings;
- Assist with any other duties that will further the goals and mission of the NOWPAP.

Core Competencies

Communication:

- Speaks and writes clearly and effectively;
- Listens to others, correctly interprets messages from others and responds appropriately;
- Asks questions to clarify, and exhibits interest in having two-way communication;
- Tailors language, tone, style and format to match the audience;
- Demonstrates openness in sharing information and keeping people informed.

Teamwork:

- Works collaboratively with colleagues to achieve organizational goals;
- Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others;
- Places team agenda before personal agenda;
- Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position;
- Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Client Orientation:

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

Education

- Applicants must at the time of application meet one of the following requirements:
 - Be enrolled in a graduate school programme (second university degree or equivalent, or higher);
 - Be enrolled in the final academic year of a first university degree program (minimum Bachelor's level or equivalent);
 - Have graduated with a university degree and, if selected, must commence the internship within a one-year period of graduation.
- Be computer literate in standard software applications.
- Have demonstrated keen interest in the work of the United Nations and have a personal commitment to the ideals of the Charter;
- Have a demonstrated ability to successfully interact with individuals of different cultural backgrounds and beliefs, which include willingness to try and understand and be tolerant of differing opinions and views.
- Academic background in environmental studies, international relations or international development, communication or journalism is required.

Work Experience

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

Languages

Fluency in English and Japanese (for position in Toyama, Japan) or Korean (for position in Busan, R. Korea) (both oral and written) is required. Knowledge of Chinese or Russian is an advantage.

APPLICATION PROCESS

1. Please read carefully application instructions and conditions of internship. General information about UN internship could be found at: <https://careers.un.org/lbw/home.aspx?viewtype=ip>.
2. A completed online application (Cover Note and Personal History Profile) is required. Incomplete applications will not be reviewed. Personal History Profile could be uploaded at: www.unon.org/docs/P11.doc.
The Cover Note must include:
 - Degree Programme (What are you currently studying or what have you studied);
 - Graduation date (When will you graduate or when did you graduate from the programme?);
 - List of the IT skills and programmes that you are proficient in
 - List of your top three areas of interest
 - Explanation about why you are the most suitable candidate for this specific internship
 - Explanation of your interest in the United Nations Internship Programme
3. In your online Personal History Profile, be sure to include all past work experiences, IT skills, and three references.
4. When applying please indicate your preference for working in Toyama, Japan or Busan, R. Korea office.
5. Online application should be submitted to NOWPAP RCU Office in Toyama, Japan to the attention of Ms. Chika Kimura at chika.kimura@unep.org. Please include "NOWPAP Internship Toyama [or Busan if you apply for position in Busan]" in the Subject line of the e-mail.
6. All applications are pre-screened according to the published requirements of the internship on the basis of the information provided in the application. In relation to the requirements of the internship, applicants must provide complete and accurate information pertaining to their qualifications, including their education, work experience, and language skills. Each applicant must bear in mind that submission of incomplete or inaccurate applications may render that applicant ineligible for consideration. Initial screening and evaluation of applications will be conducted on the basis of the information submitted. Applications cannot be amended following submission. Candidates under serious consideration for selection will be subject to a reference-checking process to verify the information provided in the application.
7. Applicants will receive a standard reply confirming receipt of their internship application. Due to the volume of applications we receive and the highly competitive nature of the programme, you will be further contacted only if your application is being actively pursued.

CONDITIONS OF INTERNSHIP

1. The UN Internship Programme operates on a non-remunerative basis. All costs connected with internships must be borne by the interns or their sponsoring institutions or governments, including travel and transportation, living and accommodation.
2. Total duration of UN internship cannot be less than 2 months and not longer than 6 months.
3. Interns will be allowed for 2 days of uncertified medical sick leave and other medical leave has to be certified.
4. Interns work five days per week (35 hours) under the supervision of a staff member in the office to which they are assigned.
5. Interns are allowed of maximum 2 weeks of study leave/examinations pending approval of the supervisor.
6. Interns are not allowed to have leave days except for public holidays and UN holidays at the duty station.
7. All selected interns are required to adhere to the United Nations Core Competencies that include:
 - **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 and uses time efficiently.
 - **Communication:** Ability to draft clearly and concisely, good written and oral language skills.
 - **Teamwork:** Good interpersonal skills, ability to work collaboratively with colleagues from different national and cultural backgrounds to achieve organizational goals.

8. Applicants are not required to have professional work experience for participation in the programme, but they shall be computer literate in standard software applications, have a demonstrated keen interest in the work of the United Nations and have 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 includes willingness to understand and be tolerant of differing opinions and views.
9. Candidates will be required to meet the requirements of Article 101, paragraph 3, of the UN 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.
10. The United Nations shall place 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. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

VISA REQUIREMENTS

11. For applicants accepted into a UNEP internship who are not citizens of Japan (for those applying for Toyama position) or R. Korea (for those applying for Busan position) and cannot accept employment without a visa, you must obtain a visa. It is UN policy that obtaining visas is the sole responsibility of the intern. UNEP will not assist beyond providing letters of acceptance and copies of internship agreements. Be mindful that obtaining a visa can be a lengthy process and failure to secure a visa will void your internship acceptance. Do not delay in pursuing your visa(s).

INSURANCE

12. UNEP accepts no responsibility or liability for costs arising from damages, travel, accident and/or illness incurred during an Internship. Interns are asked to submit a medical certificate stating that he/she is in good health and valid proof of coverage by a medical insurance plan.