



Vacancy announcement - IUCN Regional Office for Pan - Europe, Brussels

Intern – TEMATEA Secretariat

Duration: 6 months full time – April 12th – October the 8th, 2010 inclusive

Duty station: IUCN Regional Office for Pan-Europe, Brussels

Supervisor: Mr. Jorge L. Ventocilla, TEMATEA Project Coordinator

E-mail: tematea@iucn.org

Background

IUCN

IUCN, the International Union for Conservation of Nature, helps the world find pragmatic solutions to our most pressing environment and development challenges. It supports scientific research, manages field projects all over the world and brings governments, non-governmental organizations, United Nations agencies, companies and local communities together to develop and implement policy, laws and best practice. IUCN is the world's oldest and largest global environmental network - a democratic membership union comprised of more than 1,000 government and NGO member organizations, and almost 11,000 volunteer scientists in more than 160 countries. IUCN's work is supported by over 1,000 professional staff in 60 offices and hundreds of partners in public, NGO and private sectors around the world. The Union's headquarters are located in Gland, Switzerland.

The TEMATEA Secretariat

UNEP together with IUCN developed TEMATEA to provide countries with a logical issue-based framework to facilitate the coherent implementation of multilateral environmental agreements (MEAs). Hosted at the IUCN Regional Office for Europe, the TEMATEA Secretariat works together with partners and donors from around the world, including Cuba, Seychelles, Norway, Liberia and Georgia to assist countries in their efforts on synergetic and harmonized implementation of biodiversity-related agreements. For more info, visit www.tematea.org

We are currently looking for a highly motivated intern to join our team for a period of 6 months to assist with various activities related to:

- The management and quality control of the TEMATEA website;
- Implementation of projects in multiple locations;
- Administrative and logistical support.

Tasks and Responsibilities

Working within the TEMATEA Secretariat, the intern will, in order of priority:

- Provide a range of administrative and logistical support functions on a day-to-day basis;
- Provide assistance in proof-reading and quality control of the TEMATEA website;
- Assist in the implementation of TEMATEA projects;
- Contribute to the logistical aspects of the organization of conferences and meetings;
- Occasionally attend meetings and report on them;
- Support the work of the TEMATEA Secretariat team in the development of project proposals, project management and the strengthening of ties and communication with partners and donors.

Opportunities for integrating study related interests into the tasks and activities may be offered in collaboration with the Project Coordinator.

Conditions

The internship is unpaid but € 600 per month will be provided as living cost allowance. Candidates must be registered students in an academic institution within the European Union for the duration of the internship.

Key qualifications

- A keen interest in and basic understanding of issues relating to biodiversity policy and international environmental law;
- Good organizational, administrative, reporting and communication skills;
- Creative, with an ability to work independently, think out-of-the-box and meet tight deadlines;
- Excellent written and spoken English and fluent in either Russian, Spanish or French;
- Good knowledge of Microsoft Office applications. Knowledge of website management and/or Drupal are an asset;
- Basic understanding of global biodiversity-related conventions and their structure. Experience in the interpretation of legal texts is a plus;
- A team player with a strong interest to work in an international, multi-cultural environment;
- Flexible and willing to occasionally travel and/or work extended hours on a short notice.

Applications

If you are interested and feel that you meet the qualification requirements, please send your C.V. and motivation letter (in English) and the contact details of two referees at the latest by **April 2nd, 2010** by e-mail to Jorge L. Ventocilla, TEMATEA Project Coordinator at tematea@iucn.org.

Only those candidates short listed for an interview will be personally notified. The interviews are scheduled to take place during the week of April 5th 2010.

For any further questions, please do not hesitate to contact us:

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