

**CARLO SCHMID PROGRAMME**  
 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS  
 PLACEMENT OFFER 2016/2017

**Reference No.: CCNR1, Straßburg - Digital Opportunities for Inland Waterway Transport**

Name of host organisation	Central Commission for the Navigation of the Rhine (CCNR)
Internship Coordinator	Marie-Christine Romeu
Address	Central Commission for the Navigation of the Rhine Palais du Rhin 2, place de la République 67082 STRASBOURG Cedex France
Homepage	www.ccr-zkr.org

### Placement Offer

Dates/duration	01.10.2016 – 31.03.2017, 6 months
Supervisor	Hans van der Werf, Secretary General
Detailed description of the internship project(s); tasks assigned	<p><b>Background:</b>          The Central Commission for the Navigation of the Rhine (CCNR) is an international organization with lead responsibility for regulatory activity as regards the navigation of the Rhine. It undertakes work in the technical, legal, economic, social and ecological arena. Dating back to 1815, the CCNR is the oldest international organization in modern history. Nowadays, many of the CCNR's activities extend beyond the Rhine and relate by extension to all European inland waterways. The CCNR collaborates closely with the European Commission as well as other river commissions and international organizations. It has five member states (Belgium, France, Germany, the Netherlands, and Switzerland) and is headquartered in Strasbourg, France. Working languages are German, French and Dutch.          The Rhine is the principal axis of inland navigation in Europe. More than 2/3 of the goods transported on inland waterways are carried by this river.</p> <p><b>Project: Digital Opportunities for Inland Waterway Transport</b>          Digital opportunities profoundly change the way of how modern transportation systems are organized. The CCNR aims to improve electronic information exchange in inland waterway transport to increase its efficiency and to strengthen its competitiveness. In addition, data exchange with other modes of transport should be facilitated to foster the integration of inland navigation in multimodal logistics chains. With these ambitions the CCNR supports the undertaking on the EU level to create a Digital Inland Navigation Area.          In particular River Information Services (RIS) such as the Inland Automatic Identification System (Inland AIS) offer opportunities to enhance data exchange. To tap the full potential of RIS for logistical purposes, they should be designed in a way to capture the needs of barge operators as well as logistics and forwarding companies. The concept of e-freight furthermore suggests integrating RIS with information and communication technologies (ICTs) of other transport modes.</p> <p>While barge operators have taken many initiatives to optimize transport operations with the help of digital tools, public support is needed to foster data exchange between public and private actors, to assure harmonization and standardization of digital services, and to create the necessary and appropriate regulatory framework.</p> <p>The intern will contribute to the analysis of digital opportunities for inland waterway transport by investigating in particular the deployment of RIS for logistical purposes. The analysis will support the work of the CCNR Economic Committee and outline strategies in support of seamless information flows which benefit inland waterway transport.          The intern will execute or contribute to the following tasks:</p>

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	<ul style="list-style-type: none"> <li>- Researching and summarizing the current state of affairs regarding information flows in inland navigation focusing on the integration of inland navigation in multimodal logistics chains, including issues such as e-freight and the deployment of RIS for logistical purposes</li> <li>- Elaborating scenarios and strategies for the future implementation of digital tools and data exchange in inland navigation</li> <li>- Developing policy proposals for the development of RIS for logistical purposes with due consideration of economic benefits and costs and taking into account safety issues as well as legal barriers such as data protection rules</li> <li>- Assessing prerequisites and impacts of proposed measures.</li> <li>- Drafting a report/policy paper summarizing main findings and options.</li> <li>- Preparing committee documents, presentations and discussions.</li> <li>- Liaising with administrations, external partners and stakeholders.</li> <li>- Carrying out other related duties as arising from the CCNR Work Plan.</li> </ul> <p>Given the wide scope of this project, the contents will be further specified according to the actual needs of the CCNR and the interests of the selected intern.</p>
Training components and learning elements	<p>The CCNR Secretariat is a meeting point of national delegations, partner institutions, inland navigation experts and stakeholders. High-level meetings of CCNR committees and round tables with external guests take place regularly. The intern will be encouraged and given room to attend such events. They provide excellent learning opportunities as regards the functioning of an international organization and multilateral decision-making in Europe. By attending such events, the intern will also be able to build up knowledge on a number of economic and technical issues of inland navigation according to his/her interests.</p> <p>The intern will have contact opportunities to CCNR's partners and stakeholders, e.g. the European Commission, other international organizations (e.g. Mosel Commission, Danube Commission), national transport administrations, inland shipping associations and industry representatives.</p>
Participation in missions or training courses	Participation in missions or technical excursions/study visits might be envisaged. (subject to relevant opportunities)
Additional comments	The intern will be placed in the Economic Unit of the CCNR Secretariat which is under the responsibility of the Secretary General.

## Required Qualifications

Academic qualification (student, B.A., M.A.)	Minimum academic requirement is a completed Bachelor degree. Candidates with a completed Master degree will be preferred.
Subjects	Economics, Political Science, Law, Information Science, Business Administration, Public Management, or any other relevant subject.
Language Skills	Very good written and spoken command of German and English. Good knowledge of French or Dutch is a plus.
Computer literacy	MSOffice (Word, Excel, PowerPoint, Outlook)
Internship-related experiences	No specific requirements. Experience from a public administration, EU or international institution, transport sector, economic research or consulting is a plus.
Additional skills/requirements	The intern will be a team player with excellent interpersonal skills and the ability to interact with people from different cultural backgrounds. He/she will be flexible, reliable and diplomatic. The intern will be able to work independently as well as under pressure in order to meet tight deadlines and possesses very good drafting skills.

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**Reference No.: EBRD1, London - Finance**

Name of host organisation	EBRD
Internship Coordinator	Melanie Parkin
Address	European Bank for Reconstruction and Development One Exchange Square London EC2A 2JN
Homepage	www.ebrd.com

### Placement Offer

Dates/duration	01.09.2016 – 31.05.2017, 9 months
Supervisor	Andre Kuusvek
Detailed description of the internship project(s); tasks assigned	<p><u>Background</u> Local Currency and Capital Markets Development (LC2) is one of the strategic initiatives of the EBRD. The specialised LC2 team, consisting of capital markets experts and analysts working on the design and implementation of EBRD's strategic LC2 Initiative. The team works closely with various other departments to initiate, coordinate and sequence the capital market development efforts, providing intellectual leadership and hands-on advice on the development of well-functioning capital markets in the EBRD's 35 countries of operation.</p> <p><u>Internship Position, Responsibilities and Tasks</u> The LC2 team is currently seeking an intern to support the work on local currency and capital market development.</p> <p>The Intern's responsibilities and tasks will include:</p> <ul style="list-style-type: none"> <li>▪ Support the LC2 team in its capital market development efforts;</li> <li>▪ Contribute to the preparation of country based capital markets assessments;</li> <li>▪ Conduct research and contribute to studies on the capital markets in the Bank's region;</li> <li>▪ Assist in the preparation of reports and statistics on the current use of local currency and the development of capital markets</li> <li>▪ Assist in the coordination of technical assistance projects.</li> </ul> <p>It is anticipated that the Intern will especially be tasked with the preparation of an Investor Base Research Report covering EBRD's countries of operation.</p> <p>The incumbent may be requested to perform other relevant duties as required by business needs.</p>
Training components and learning elements	The Intern will get detailed insight into the functioning of capital markets in an emerging markets context. Additionally, there will be the opportunity to participate in selected training programmes
Participation in missions or training courses	The Intern may be asked to participate in field mission which are connected with LC2's capital market development work. Additionally, there will be the opportunity to participate in selected training programmes
Additional comments	

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**Reference No.: EBRD1, London - Finance**

**Required Qualifications**

Academic qualification (student, B.A., M.A.)	Minimum a Bachelor's degree
Subjects	finance, economics, business administration or a related field
Language Skills	Excellent written and oral communication skills in English
Computer literacy	yes
Internship-related experiences	
Additional skills/requirements	<ul style="list-style-type: none"> <li>◦ Strong research and analytical skills</li> <li>◦ Good organisational and multi-tasking skills</li> <li>◦ Ability to plan and work unsupervised</li> <li>◦ Ability to work under pressure and meet tight deadlines</li> <li>◦ Excellent interpersonal and team working skills and the professional presence required to work with internal and external counterparts</li> <li>◦ Capital markets/corporate finance knowledge/experience would be an advantage; Experience working in investigative, funds operations, financial forensics and/or due diligence activities would be highly relevant</li> <li>◦ Ability to operate sensitively in multi-cultural environments and build effective working relations with clients and colleagues</li> </ul>

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**Reference No.: EBRD2, London - Research Pillar**

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

**Placement Offer**

Dates/duration	01.09.2016 – 28.02.2017, 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"> <li>• Contribute to drafting of working papers with research economists</li> <li>• Downloading, cleaning, preparing and documenting a variety of datasets on macroeconomic and microeconomic issues pertaining to recent developments in the transition region</li> <li>• Conducting statistical analyses based on these data and create graphs and charts to be utilized by research economists</li> <li>• Be involved in randomized controlled trials and other impact evaluations</li> <li>• Conducting literature reviews on various economic topics</li> <li>• Preparing presentations based on the abovementioned data and graphs</li> </ul>
Training components and learning elements	
Participation in missions or training courses	<ul style="list-style-type: none"> <li>• Participation in research-related missions on "as needed" basis</li> <li>• Option to participate in in-house EBRD training courses</li> </ul>
Additional comments	

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**Reference No.: EBRD2, London - Research Pillar**

**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.: EBRD3, London - Property & Tourism Banking**

Name of host organisation	European Bank for Reconstruction and Development (EBRD)
Internship Coordinator	Elizabeth Torres Guimaraes
Address	European Bank for Reconstruction and Development One Exchange Square London EC2A 2JN
Homepage	www.ebrd.com

**Placement Offer**

Dates/duration	01.09.2016 – 28.02.2017, 6 months
Supervisor	Claudia Pendred – Director, Property & Tourism Banking Team
Detailed description of the internship project(s); tasks assigned	<p>The internship position will be in Banking, within the Property &amp; Tourism Department, which is responsible for providing debt and equity financing to all real estate sectors within the EBRD's countries of operation.</p> <p>Working closely and under the continuous supervision of more senior bankers, the Intern will contribute, as a project team member, to the implementation and monitoring of debt and equity transactions in line with the Bank's operational objectives.</p> <p>Responsibilities for this role will include, amongst other tasks, the following:</p> <ul style="list-style-type: none"> <li>• Assistance in preparation of documentation for new projects including but not limited to relevant real estate sector research, financial analysis and due diligence, etc.;</li> <li>• Assistance with analysis and monitoring reports for existing projects;</li> <li>• Financial modelling;</li> <li>• Preparation of briefing notes on companies and potential clients.</li> </ul>
Training components and learning elements	<ul style="list-style-type: none"> <li>• Develop understanding of the various real estate sectors and market fundamentals;</li> <li>• Become familiar with EBRD's procedures and project finance approval cycle;</li> <li>• Gain understanding of real estate appraisal methods and financial analysis;</li> <li>• Improve project finance structuring skills.</li> </ul>
Participation in missions or training courses	Targeted training courses in various financial areas will be offered to the selected candidates based on their skills set, educational and professional background.
Additional comments	

**Required Qualifications**

Academic qualification	Bachelor's Degree or students currently enrolled in a Bachelor's or Master's program
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**Reference No.: EBRD3, London - Property & Tourism Banking**

(student, B.A., M.A.)	
Subjects	Finance, Economics and Real Estate (optional) would be an advantage
Language Skills	Fluent English
Computer literacy	Microsoft Word, Excel and PowerPoint
Internship-related experiences	<ul style="list-style-type: none"> <li>• Interest in real estate finance and investments;</li> <li>• Understanding of corporate and/or project finance;</li> <li>• Developed analytical and numerical skills; ability for logical reasoning and interpretation of data;</li> <li>• Fundamental accounting skills: ability to read and interpret key accounts.</li> <li>• Financial modelling skills;</li> <li>• Market research and analysis skills.</li> <li>• Very good communication skills in English as well as ability to write well-structured and concise documents.</li> </ul>
Additional skills/requirements	

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**Reference No.: ECLAC1, Washington D.C. - Economic/International Studies**

Name of host organisation	United Nations ECLAC, Washington D.C. Office
Internship Coordinator	Paola Celio and Rex García
Address	1825 K. Street N.W. Suite 1120 Washington D.C. 20006 U.S.A.
Homepage	<a href="http://www.eclac.org/washington">www.eclac.org/washington</a>

### Placement Offer

Dates/duration	01.09.2016 – 28.02.2017, 6 months
Supervisor	Dr. Inés Bustillo, Director ECLAC, Washington Office
Detailed description of the internship project(s); tasks assigned	Our Internship program is designed to engage graduate students of Economic/International Studies and familiarize them with analysis, research and studies on the economies of Latin America and Caribbean region. Monitor the news related to these economies; attend conferences and meetings representing the Office. It is also required that the students have a good knowledge of Spanish and some clerical work.
Training components and learning elements	As a result, student develops essential skills different from those attained in academia and make the transition from a student to a professional.
Participation in missions or training courses	n/a
Additional comments	Each intern has to have their own housing accommodations and take care of their visa process

### Required Qualifications

Academic qualification (student, B.A., M.A.)	Graduate students in Economic/International Studies preferred.
Subjects	
Language Skills	English and Spanish required.
Computer literacy	Proficient in MS Office (Word, Excel, PPT). Internet research, etc.
Internship-related experiences	
Additional skills/requirements	

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**Reference No.: FAO1, Rom - Research and Extension Unit**

Name of host organisation	Food and Agriculture Organization of the United Nations (FAO) Research and Extension Unit (DDNR)
Internship Coordinator	Karin Nichterlein, Agricultural Research Officer, Research and Extension Unit
Address	Viale delle Terme di Caracalla, IT-00153 Rome, Italy
Homepage	<a href="http://www.fao.org/nr/research-extension-systems/res-home/en/">http://www.fao.org/nr/research-extension-systems/res-home/en/</a> ; <a href="http://teca.fao.org/">http://teca.fao.org/</a> ; <a href="http://www.tropagplatform.org/">http://www.tropagplatform.org/</a>

## Placement Offer

Dates/duration	01.09.2016 – 28.02.2017, 6 months
Supervisor	Karin Nichterlein, Agricultural Research Officer
Detailed description of the internship project(s); tasks assigned	<p>TECA is a web-based interactive platform for the sharing and exchange of practices for small agricultural producers (<a href="http://teca.fao.org/">http://teca.fao.org/</a>) that will allow them to improve the production of plants and animals and management of natural resources, to better adapt to climate change and reduce the risks of disasters, to improve nutrition from agriculture, and to better access markets.</p> <p>The intern will work as a team member of the unit responsible for TECA, and across the organization with technical teams working on documentation of innovative practices for sustainable agriculture. She/he will also interact with partners working to improve access of farmers to new knowledge on sustainable practices.</p> <p>The intern will support the sharing of sustainable practices through TECA and communication activities of the Tropical Agriculture Platform (TAP) specifically:</p> <ul style="list-style-type: none"> <li>• Identify new and follow-up with existing partners for content development, especially for content in French and/or Spanish;</li> <li>• Assist with quality improvement of information on practices and with uploading of information onto the TECA knowledge base;</li> <li>• Promote the TECA platform among potential users and through social networks and assess the impact on web traffic and membership subscriptions;</li> <li>• Contribute to moderation of TECA online discussions;</li> <li>• Assist with integration of TECA in initiatives on sharing of agricultural technologies for reaching the Sustainable Development Goals (SDGs);</li> <li>• Assist with communication of TAP events and progress and other related duties;</li> <li>• Prepare a summary report of the work performed.</li> <li>•</li> </ul>
Training components and learning elements	<p>The intern will:</p> <ul style="list-style-type: none"> <li>• gain insides into the management of a web-based knowledge platform targeting knowledge gaps of rural users;</li> <li>• learn the use of FAO documents and databases for collection of information, analysis and interpretation of data, and drafting of documents in English, and Spanish and/or French;</li> <li>• interact with technical experts within FAO and partner organizations around the world on a variety of topics, achieving skills in cross-disciplinary networking and working in multi-cultural teams;</li> <li>• learn to multi-task and manage various projects at the same time;</li> <li>• experience the functioning of an international and multicultural organization;</li> </ul>

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**Reference No.: FAO1, Rom - Research and Extension Unit**

Participation in missions or training courses	Related to responsibilities, the intern will benefit from selected in-house trainings and seminars related to work of the Research and Extension Unit.
Additional comments	The FAO Research and Extension Unit works at normative and field level with international, regional and national partner organizations involved in agricultural innovation. Rome has three international organizations with mandates on food and/or agriculture, enabling interns to share information, and compare experiences and working practices. Previous interns were successful in using this experience for further academic qualification and/or employment in the public or private sector.

**Required Qualifications**

Academic qualification (student, B.A., M.A.)	<i>MSc</i>
	Agronomy, Aquaculture, Agricultural Economics, Livestock production, Natural Resources Management, Rural Development
Language Skills	Excellent communications skills in English, both in oral presentations and in writing of correspondences, briefs, articles; and good communication skills in French and/or Spanish
Computer literacy	Proficiency in MS Office (Word, PowerPoint, Excel) Knowledge of monkey survey and a content management system would be an advantage
Internship-related experiences	Experience in a developing country and/or with public or private rural advisory services would be an asset
Additional skills/requirements	<ul style="list-style-type: none"> <li>- Ability to work in a team and a multicultural environment</li> <li>- Strong organizational, research, and analytical skills</li> <li>- Excellent interpersonal skills and ability to work effectively with partners</li> <li>- Ability to work independently with limited guidance</li> <li>- Intern should not be more than 30 years old on the start date of the assignment</li> </ul>

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**Reference No.: FAO2, 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	01.09.2016 – 28.02.2017, 6 months
Supervisor	Mr Stephan Baas
Detailed description of the internship project(s); tasks assigned	<p><b>Internship : “Resilience to natural hazards, disaster risk and climate change”</b></p> <p>Under the direct supervision of the Natural Resources Officer and delivery manager of the Main Area of Work “Resilience to natural hazards and disaster” (MAW-NH) in close collaboration with the other officers from various technical departments and members of the MAW-NH under FAO Strategic Objective on Resilience (SO5), the intern will:</p> <ul style="list-style-type: none"> <li>○ Assist in to the implementation of the FAO Strategic Objective on Resilience (SO5) and Framework Programme on Disaster Risk Reduction for Food and Nutrition Security (<a href="http://www.fao.org/docrep/015/i2540e/i2540e00.pdf">http://www.fao.org/docrep/015/i2540e/i2540e00.pdf</a>). This can include assistance in technical support to cooperative studies, work plans, project development and review of on-going projects.</li> <li>○ Assist the SO 5 delivery manager of the Main Area of Work on “Resilience to natural hazards and disaster” in team coordination, including preparation and facilitation and documentation of meetings and preparation of talking points for regional and international meetings and conferences .</li> <li>○ Assist with the analysis of synergies and operational linkages of the concepts and operational field work related to resilience, Disaster Risk Reduction (DRR) and its linkages with climate change adaptation (CCA). This may lead to knowledge management and the preparation of normative products, including developing guidance sheets, technical briefs, working papers, tools and training modules.</li> <li>○ 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.</li> <li>○ 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</li> </ul>
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

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**Reference No.: FAO2, Rom - Disaster Risk and Climate Change**

	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	

**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 UN 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 understanding of community-based development approaches and the use of Participatory Rural Appraisal PRA tools (desirable)

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**Reference No.: ICC1, Den Haag - Pre-Trial Division**

Name of host organisation	International Criminal Court
Internship Coordinator	Gilbert Bitti (Senior Legal Adviser to the Pre-Trial Division)
Address	International Criminal Court Oude Waalsdorperweg 10, 2597AK, The Hague P.O. Box 19519 2500 CM The Hague The Netherlands
Homepage	<a href="http://www.icc-cpi.int">www.icc-cpi.int</a>

**Placement Offer**

Dates/duration	01.10.2016 – 31.03.2017, 6 months
Supervisor	Gilbert Bitti, Senior Legal Adviser to the Pre-Trial Division
Detailed description of the internship project(s); tasks assigned	<p>Tasks for intern candidate may vary according to workload and nature of issues pending before the Chamber.</p> <p>In the following, some illustrative tasks are set forth:</p> <ul style="list-style-type: none"> <li>• Conduct of in-depth legal research and analysis of questions of international criminal law, public international law and other areas of law, as appropriate, as directed by the judge or legal officer, and as required by the general needs of the relevant Chamber;</li> <li>• Analysis and summary of background information on legal and factual issues relevant to the proceedings;</li> <li>• Summary of evidence to be assessed by the Chamber, including witness statements, NGO reports and transcripts;</li> <li>• Provision of legal advice on the application and interpretation of the relevant rules of criminal procedure and all matters relevant to the judicial responsibilities of the judges;</li> <li>• Selection and analysis of relevant international and national legal material for references and background documents;</li> <li>• Preliminary interpretation of legal instruments, such as constitutions, statutes, treaties, agreements, regulations and rules, resolutions or legal material relevant to the work of the Court;</li> <li>• Preparation of legal memoranda, taking minutes; observation of court proceedings, participation in analysis and discussions, as the case may be;</li> <li>• Assistance in organizational matters, as required; and</li> <li>• Performance of other tasks as assigned.</li> </ul>
Training components and learning elements	The internship will give candidate an in-depth understanding of the Court's objectives and of the challenges that the Court faces. The candidate will, to the extent possible, also gain practical knowledge of the specific and particular workings of chambers. The successful candidate will have the opportunity to hone his/her theoretical knowledge and gain practical experience in the unique environment of the Court, such as, for example learning how to draft witness summaries, and draft parts of a decision, etc.
Participation in missions or training courses	Intern candidates will be trained in using the Court's electronic system which archives all records of the proceedings (TRIM, Ringtail).
Additional comments	Previous practical experience in the field of international criminal law, international public law and the workings of international tribunals, though not compulsory, is highly recommended. Such an experience will render it easier for the intern candidate to grasp the intricate proceedings in the Pre-Trial Division at the ICC and benefit effectively from the internship.

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	<p><b>Important:</b> successful candidates <b>MUST</b> apply for an internship placement by filling in an ICC application form online and submitting supporting material in the eRecruitment system and within the deadline (may differ from that of the DAAD). Please advise candidates to consult the pertinent website of the Court (available at: <a href="http://www.icc-cpi.int/en_menus/icc/recruitment/internships%20and%20visiting%20professionals/Pages/the%20internships%20and%20visiting%20professionals%20programme.aspx">http://www.icc-cpi.int/en_menus/icc/recruitment/internships%20and%20visiting%20professionals/Pages/the%20internships%20and%20visiting%20professionals%20programme.aspx</a>) and comply with all requirements explained therein.</p>
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**Required Qualifications**

Academic qualification (student, B.A., M.A.)	<p>Candidates are expected to have <b>a law degree</b> from a recognised university (Erstes Juristisches Staatsexamen or equivalent master's degree). They should have a very good record of academic performance.</p> <p>During their studies, candidates should have followed <b>specialized courses</b> relevant to the work of the Court, <b>preferably international criminal law</b>, but also public international law, international humanitarian law, human rights law or comparative (criminal) law.</p> <p>Candidates in their legal training (Rechtsreferendare) are invited to apply. Candidates holding the Erstes and Zweites Juristisches Staatsexamen are equally invited to apply as visiting professionals.</p>
Subjects	<p>Recommended topics of study: (international) criminal law; (international) criminal procedure; international public law; international humanitarian and human rights law</p>
Language Skills	<p>Advanced English language skills (oral, written) Good French language skills (oral, written) The working languages of the Court are English and French. All situations/cases before the Court require language skills in both working languages of the Court above the average.</p>
Computer literacy	<p>MS Office Suite (Word, Excel, Power Point, Access, Outlook) Very good research skills using electronic databases</p>
Internship-related experiences	<p>Past internships at other international tribunals or organizations, relevant to the work of the Court, namely international criminal law, are considered an asset. Equally, candidates in their Referendariat or holding the Zweites Juristisches Staatsexamen are considered to be experienced candidates and are encouraged to apply.</p>
Additional skills/requirements	<ul style="list-style-type: none"> <li>• Proficiency in the use of legal research databases, such as Lexis Nexis, HeinOnline, Westlaw, juris etc;</li> <li>• Adaptability to a multicultural and multilingual working environment encompassing the principal legal traditions of the world;</li> <li>• Ability to work effectively in a team as well as independently;</li> <li>• Ability to meet tight deadlines, work under pressure;</li> <li>• Discretion, reliability, precision, cooperative spirit and integrity.</li> </ul>

**CARLO SCHMID PROGRAMME**  
FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS  
PLACEMENT OFFER 2016/2017

**Reference No.: ICTY1, Den Haag - International Criminal Law**

Name of host organisation	International Criminal Tribunal for the former Yugoslavia (ICTY)
Internship Coordinator	Judge Christoph Flügge
Address	c/o ICTY Chambers Churchillplein 1 2517 JW The Hague Netherlands
Homepage	www.icty.org

### Placement Offer

Dates/duration	01.09.2016 – 28.02.2017, 6 months
Supervisor	Judge Christoph Flügge
Detailed description of the internship project(s); tasks assigned	<ul style="list-style-type: none"> <li>• Assistance in preparing orders, decisions and judgements of an ICTY Trial Chamber</li> <li>• Analysis of orders, decisions and judgements handed down by Trial Chambers and the Appeal Chamber (factual and legal aspects)</li> <li>• Research on the applicable law and the facts of a case</li> <li>• Research and assistance in matters related to the Rules Committee of the Tribunal</li> <li>• Assistance in matters related to the work of the Bureau of the Tribunal (Rule 23 of the Rules of Procedure and Evidence)</li> <li>• Assistance in matters related to the work of a Chamber of the Mechanism for International Criminal Tribunals (MICT)</li> </ul>
Training components and learning elements	<ul style="list-style-type: none"> <li>• Deepened knowledge in public international law and international criminal law</li> <li>• Experience in teamwork with colleagues (lawyers and non-lawyers) from all over the world</li> <li>• Working experience in English</li> </ul>
Participation in missions or training courses	The ICTY offers in-house training sessions to interns on International Criminal Law
Additional comments	<p>The ICTY offers 2 internship periods, one for the autumn/winter 2016/17 period and another one for the spring/summer 2017 period. Interested candidates are advised to clearly indicate for which position they like to be considered (ICTY 1 or ICTY 2).</p> <p>This placement offer will be the last opportunity for interested candidates to get an insight into the last ICTY trial conducted by the Tribunal – a tremendous experience is waiting!</p>

**CARLO SCHMID PROGRAMME**  
 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS  
 PLACEMENT OFFER 2016/2017

**Reference No.: ICTY1, Den Haag - International Criminal Law**

**Required Qualifications**

Academic qualification (student, B.A., M.A.)	<b>At least</b> the first state-examination. It is further recommendable to have some practical experience ( <i>e.g.</i> international organisation; law firm; academia)
Subjects	<b>An advanced knowledge in at least one of the following areas is an asset:</b>  (international) criminal law public international law international humanitarian law human rights law
Language Skills	Excellent English, preferably acquired abroad Knowledge in French is an asset, but not required
Computer literacy	Windows XP
Internship-related experiences	It is considered to be an asset if the applicant has been studying or working abroad
Additional skills/requirements	Self-initiative, openness for other ideas, arguments and - primarily - legal systems

**CARLO SCHMID PROGRAMME**  
 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS  
 PLACEMENT OFFER 2016/2017

**Reference No.: ICTY2, Den Haag - International Criminal Law**

Name of host organisation	International Criminal Tribunal for the former Yugoslavia (ICTY)
Internship Coordinator	Judge Christoph Flügge
Address	c/o ICTY Chambers Churchillplein 1 2517 JW The Hague Netherlands
Homepage	www.icty.org

### Placement Offer

Dates/duration	02.03.2017 – 31.08.2017, 6 months
Supervisor	Judge Christoph Flügge
Detailed description of the internship project(s); tasks assigned	<ul style="list-style-type: none"> <li>• Assistance in preparing orders, decisions and judgements of an ICTY Trial Chamber</li> <li>• Analysis of orders, decisions and judgements handed down by Trial Chambers and the Appeal Chamber (factual and legal aspects)</li> <li>• Research on the applicable law and the facts of a case</li> <li>• Research and assistance in matters related to the Rules Committee of the Tribunal</li> <li>• Assistance in matters related to the work of the Bureau of the Tribunal (Rule 23 of the Rules of Procedure and Evidence)</li> <li>• Assistance in matters related to the work of a Chamber of the Mechanism for International Criminal Tribunals (MICT)</li> </ul>
Training components and learning elements	<ul style="list-style-type: none"> <li>• Deepened knowledge in public international law and international criminal law</li> <li>• Experience in teamwork with colleagues (lawyers and non-lawyers) from all over the world</li> <li>• Working experience in English</li> </ul>
Participation in missions or training courses	The ICTY offers in-house training sessions to interns on International Criminal Law
Additional comments	<p>The ICTY offers 2 internship periods, one for the autumn/winter 2016/17 period and another one for the spring/summer 2017 period. Interested candidates are advised to clearly indicate for which position they like to be considered (ICTY 1 or ICTY 2).</p> <p>This placement offer will be the last opportunity for interested candidates to get an insight into the last ICTY trial conducted by the Tribunal – a tremendous experience is waiting!</p>

### Required Qualifications

**CARLO SCHMID PROGRAMME**  
 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS  
 PLACEMENT OFFER 2016/2017

**Reference No.: ICTY2, Den Haag - International Criminal Law**

Academic qualification (student, B.A., M.A.)	<b>At least</b> the first state-examination. It is further recommendable to have some practical experience ( <i>e.g.</i> international organisation; law firm; academia)
Subjects	<b>An advanced knowledge in at least one of the following areas is an asset:</b>  (international) criminal law public international law international humanitarian law human rights law
Language Skills	Excellent English, preferably acquired abroad Knowledge in French is an asset, but not required
Computer literacy	Windows XP
Internship-related experiences	It is considered to be an asset if the applicant has been studying or working abroad
Additional skills/requirements	Self-initiative, openness for other ideas, arguments and - primarily - legal systems

**CARLO SCHMID PROGRAMME**  
 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS  
 PLACEMENT OFFER 2016/2017

**Reference No.: IDB1, Washington D.C. - Financial Management & Project Procurement**

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

## Placement Offer

Dates/duration	01.09.2016 – 28.02.2017, 6 months
Supervisor	Felix Prieto
Detailed description of the internship project(s); tasks assigned	<ul style="list-style-type: none"> <li>• Collect, process, and analyze statistical information of the Bank's systems and external sources;</li> <li>• Prepare analytic reports and dashboards from the collected quantitative data;</li> <li>• Research of LAC public procurement markets, from supply and offer perspective in key economic sectors relevant for IDB financing.</li> <li>• Manage databases, through excel and visual basic macros or other software for tracking the procurement performance indicators;</li> <li>• Identify data correlations and trends from regressions and other appropriate data analysis techniques;</li> <li>• Support the development of tools and methodological documents related to the project procurement information management and procurement of LAC countries;</li> <li>• Assist the development of statistical reports and their formatting which support procurement information management and use of statistical tools;</li> <li>• Review of Bank experience and lessons learned on the use of methodologies for the measurement of indicators and their inclusion on Bank reports; and</li> <li>• Participate in the activities of updating technical and research division guidelines and their corresponding preparation of results and analysis presentations.</li> <li>• Analyze the active portfolio by sector, pipeline and the findings, recommendations and delays reported in the progress monitoring report of the operations to identify correlations and trends, to contribute to improve project execution.</li> </ul>
Training components and learning elements	The intern will learn about projects for development financed by multilateral organizations. Will learn to work in a multicultural environment. Will participate in different working groups related to fiduciary matters.
Participation in missions or training courses	The FMP Division works closely with 26 country offices. Travel is possible but will depend on business needs. The organization provides transversal training, plenty of free conferences, virtual training on operations, etc.
Additional comments	The Division of Financial Management and Project Procurement (VPC/FMP) is beginning to implement its three-year strategy, these efforts are aimed at a country level assessment that would reduce the gap with international standards, adopt a systemic approach, and advise during the design and execution of transactions in a timely and effective way with significant added value for the results of the institution.

**CARLO SCHMID PROGRAMME**  
 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS  
 PLACEMENT OFFER 2016/2017

**Reference No.: IDB1, Washington D.C. - Financial Management & Project Procurement**

	As part of the strategy, the division is developing methodologies to facilitate and ensure an efficient and timely management of information of project procurement, allowing it to manage and analyse large amounts of information available on the systems and repositories of the Bank, as well as those of its borrowing countries related to country procurement systems. Our goal is to improve the quality of the consultancy of the procurement specialists in the project teams and borrowing countries
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### Required Qualifications

Academic qualification (student, B.A., M.A.)	5 years university degree or Master equivalent Intern MUST be enrolled in graduate programme for the duration of the internship!
Subjects	Economics,
Language Skills	Fluent English and Spanish
Computer literacy	MS Office, visual basic, econometric software, sharepoint,
Internship-related experiences	Experience with developing statistical products, managing data base, experience working in multicultural environment, experience working in teams
Additional skills/requirements	The intern will need to have strong soft skills: <ul style="list-style-type: none"> <li>• <b>Collaboration, Teamwork and Inclusion:</b> Works cooperatively with others independent of background (e.g. gender, ethnic origin, religion, disability, sexual orientation, background, perspective) or organizational role, and takes a team-based and inclusive approach to projects and decision-making.</li> <li>• <b>Innovation and Creativity:</b> Develops imaginative ideas and solutions through creativity, experimentation and critical thinking.</li> <li>• <b>Communication and Influence:</b> Communicates effectively and leverages relationships and strategies to influence others.</li> <li>• <b>Client Focus:</b> Understands client needs and provides services that meet their expectations for quality and performance; meets the Bank's expectations for ethical behavior.</li> </ul>

**CARLO SCHMID PROGRAMME**  
 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS  
 PLACEMENT OFFER 2016/2017

**Reference No.: IDB2, Washington D.C. - Support of Executive Director Office**

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

**Placement Offer**

Dates/duration	15.10.2016 – 15.04.2017, 6 months
Supervisor	Executive Director
Detailed description of the internship project(s); tasks assigned	<p>The Inter-American Development bank is a multilateral financial institution that supports the economic and social development of Latin America and the Caribbean.</p> <p>The Board of Executive Directors and the President of the Bank – who serves as chairman of the board – are responsible for overseeing the Bank’s day-to-day operations. The Board is composed of 14 Executive Directors, who are appointed by the Governors and represent all 48 member countries in alternation and according to the shares of each country. From July 2013 to July 2016, the German Executive Director acts as the chairman at the Board representing the constituency of Belgium, China, Germany, Israel, Italy, The Netherlands and Switzerland.</p> <p>Within Committee meetings and weekly Board meetings, Executive Directors establish the IDB’s long-term policies, approve projects to be financed by the Bank, set interest rates on Bank loans, authorize borrowings in the capital markets and approve the institution’s administrative budget.</p> <p>The intern will:</p> <ul style="list-style-type: none"> <li>• Participate in the daily operational work of the Executive Director’s office and attend Board and Committee meetings;</li> <li>• Assist in the preparation of visits from governmental and non-governmental agencies from the various countries of our constituency;</li> <li>• Analyse projects and prepare background information for weekly meetings of Committees of the Board and/or Special Governors’ Meetings;</li> <li>• Contribute to the collaborative effort of the Constituency Annual Report;</li> <li>• Conduct research and prepare documents for the office.</li> </ul>
Training components and learning elements	<p>The intern will obtain:</p> <ul style="list-style-type: none"> <li>• A hands-on experience in a multinational and multicultural environment;</li> <li>• A good overview of the overall functioning of a Multilateral Development Bank;</li> <li>• A high degree of insight in the procedures and relationship between the capitals of the countries of our constituency and their representation at the Board of Directors;</li> <li>• Knowledge of policy formulation, as well as the political processes and negotiations involved in a Multilateral Development Bank;</li> <li>• Knowledge of project preparation and approval processes;</li> </ul>
Participation in missions or training courses	None guaranteed. A variety of internal events, workshops and talks are offered by the IDB throughout the year.

**CARLO SCHMID PROGRAMME**  
 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS  
 PLACEMENT OFFER 2016/2017

**Reference No.: IDB2, Washington D.C. - Support of Executive Director Office**

Additional comments	None.
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### Required Qualifications

Academic qualification (student, B.A., M.A.)	B.A.
Subjects	Development related studies such as social sciences, political science, public administration, economics, international relations, business administration, public administration, development management or related fields.
Language Skills	Proficiency of English and preferably a working knowledge of Spanish (the Bank's four official languages are Spanish, English, French and Portuguese).
Computer literacy	As can be expected by international standards.
Internship-related experiences	Familiarity with the region is of advantage.
Additional skills/requirements	<p>The candidate must meet all of the following requirements (mandatory):</p> <ul style="list-style-type: none"> <li>• Citizen of one of the Bank's member countries.</li> <li>• Has not reached the age of 31 as of January 1 of the year of participation in the program.</li> <li>• Candidates hired in the past by the IDB Summer/Winter Intern Program do not qualify.</li> <li>• Family members or close relatives of IDB employees are not eligible. This restriction applies to candidates within and including the 4<sup>th</sup> degree of consanguinity and the 2<sup>nd</sup> degree of affinity.</li> </ul>

**CARLO SCHMID PROGRAMME**  
 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS  
 PLACEMENT OFFER 2016/2017

**Reference No.: IDB3, Washington D.C. - Competitiveness, Technology and Innovation**

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

### Placement Offer

Dates/duration	01.09.2016 – 28.02.2017, 6 months
Supervisor	Carlos Guaipatin (IFD/CTI)
Detailed description of the internship project(s); tasks assigned	<p>The Division of Competitiveness, Technology and Innovation is looking for support of its I-Lab Team working on social innovation. The I-Lab was created in 2009 and has since been promoting innovative solutions that have been developed directly with and for excluded communities ensuring their participation throughout the innovation process. For 2016 we plan to expand our projects to the field of renewable resources and energy. Our aim is to develop a new technology-based initiative to generate innovations for the promotion and use of renewable energies in Latin America and the Caribbean.</p> <p>We look for a motivated and creative person, interested in the development of a new initiative where his/her excellent knowledge on renewable energy will be crucial to advance this topic within the field of social innovation. You will be working in a young and very dynamic environment and will have the opportunity to lead and provide technical input into this and other ongoing initiatives. The CSP Fellow will interact with experts and clients in headquarters and the field, while building new consulting skills as well as technical knowledge and experience in working in the multilateral development bank sector.</p> <p><b>Key responsibilities:</b></p> <ul style="list-style-type: none"> <li>- Provide in-depth policy analysis in the field of renewable resources, technologies and markets in Latin America and the Caribbean for the development of a new initiative in this field generating positive impact on society.</li> <li>- Analyse key stakeholder needs and current gaps in meeting these needs with a view to identifying the primary beneficiaries of the planned initiative.</li> <li>- Provide technical input and direction to project staff for the design of a beneficiary-centred approach in this field, possibly resulting in a Discussion Paper to be published by the Division.</li> <li>- Support the team in applying for project funding from the Global Environment Facility of which the IDB is an implementing partner.</li> <li>- Support the team in managing relations with the clients and key stakeholders, assist at meetings.</li> <li>- Assist with the preparation and execution of other social innovation projects and monitor their implementation.</li> <li>- Follow-up and research on the latest developments in the field of (social) innovation as well as renewable energy inside the Bank, in academia, news</li> </ul>

**CARLO SCHMID PROGRAMME**  
 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS  
 PLACEMENT OFFER 2016/2017

**Reference No.: IDB3, Washington D.C. - Competitiveness, Technology and Innovation**

	and other sources.  <b>Preferred Skills/Experience (a plus but not required):</b> Experience working in developing countries and newly industrialized countries.
Training components and learning elements	The Reform/Modernization of the State Sectoral Division regularly offers conferences and seminars on a variety of topics within its field presented by visiting experts or colleagues from the IDB. These are good opportunities for capacity building as well as networking with leading experts in the field. In addition, the CSP Fellow will be able to participate in Bank-wide activities and conferences. Within the Team, the CSP Fellow will be actively involved in preparing and attending meetings with government counterparts and other stakeholders which provide for a very rich learning experience.
Participation in missions or training courses	Based in Washington DC. Travel may be required, but will be confirmed during the placement.
Additional comments	

### Required Qualifications

Academic qualification (student, B.A., M.A.)	At the moment of starting the programme, Master's degree in a relevant field with focus on renewable energies, innovation and/or public policy.
Subjects	Electrical engineering, mechanical engineering, environmental studies, energy management, building technology/civil engineering with a focus on energy, public policy with a focus on renewable energies and other related studies.
Language Skills	Proficient in English, Spanish preferred but not required.
Computer literacy	Advanced skills in MS Office
Internship-related experiences	
Additional skills/requirements	We are looking for a creative person with a hands-on approach, ready to turn good ideas into reality. This person should be curious about exploring new approaches to existing problems and be excited about proactively working in an intercultural environment.

**CARLO SCHMID PROGRAMME**  
 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS  
 PLACEMENT OFFER 2016/2017

**Reference No.: IDB4, Washington D.C. - Political Economy of Latin America**

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

**Placement Offer**

Dates/duration	01.09.2016 – 28.02.2017, 6 months
Supervisor	Carlos Scartascini
Detailed description of the internship project(s); tasks assigned	To assist in the early stages of the IDB's premier flagship publication on the political economy of policy failures in Latin America, the intern would likely be involved in one or more of the following activities: 1. Policy may fail because voters do not focus on policy during elections. The intern may search for and compile survey data on the electoral responses of voters in the region to different policy failures; voter views on policies and government responsibility for development failures; and voter attachment to political parties. The intern may also support the implementation of new surveys about voter beliefs, policy preferences and political behavior. 2. Policy may fail because of bureaucratic dysfunction, so the intern may search for and compile survey data of public officials (e.g., from Colombia (DANE) and from a recent publication by CAF.). The intern may also support the implementation of new surveys about public official beliefs and behavior. 3. Much has been written about the politics of policy failure in Latin America. The intern may prepare surveys of this literature to identify explanations and evidence for policy failure in the region.
Training components and learning elements	The intern will, in the first place, gain deep knowledge about the political economy of Latin America and about the empirical tools and data necessary to understand it. In the second place, the intern will gain insights into the operation of the IDB, and the scope for international organizations to effect change in the region. The experience should be valuable for interns seeking to make a career in international organizations, or who intend to further their academic training in political economy.
Participation in missions or training courses	The intern will have access to the materials accessible at the research department and presentations and lectures that take place regularly at the Department and are part of the training of its staff. She/he will also have access to multiple training resources available at the IDB, and other institutions based in DC such as the IMF, and the World Bank.
Additional comments	

**CARLO SCHMID PROGRAMME**  
FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS  
PLACEMENT OFFER 2016/2017

**Reference No.: IDB4, Washington D.C. - Political Economy of Latin America**

### **Required Qualifications**

Academic qualification (student, B.A., M.A.)	M.A., M.S. or PhD/Doctorate student (preferred)
Subjects	Political Economy, Political Science, Economics
Language Skills	English – Spanish (reading ability)
Computer literacy	Statistical packages, such as Stata
Internship-related experiences	
Additional skills/requirements	

**CARLO SCHMID PROGRAMME**  
FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS  
**PLACEMENT OFFER 2016/2017**

**Reference No.: IFC1, Dakar - Micro-Finance and Mobile Money**

Name of host organisation	IFC – World Bank Group
Internship Coordinator	Sven Harten – Senior Evaluation Specialist, Financial Institutions Group, 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	<a href="http://www.ifc.org">www.ifc.org</a>

## Placement Offer

Dates/duration	01.09.2016 - 28.02.2017, 6 months
Supervisor	Dr Sven Harten
Detailed description of the internship project(s); tasks assigned	<p><b>Monitoring &amp; Evaluation and Learning Analyst :</b></p> <p>IFC, World Bank Group, is the largest global development institution focused on the private sector in developing countries. We create opportunity for people to escape poverty and improve their lives. We do so by providing financing to help businesses employ more people and supply essential services, and by delivering advisory services to ensure sustainable development.</p> <p>IFC offers internship opportunities for people with a Bachelors or Master's degree and a strong <i>interest</i> in micro-finance and mobile money. Candidates should have some previous <i>experience</i> in Monitoring and Evaluation (M&amp;E) and Knowledge Management in the context of development work. Experience and/or knowledge about Sub-Saharan Africa, especially in terms of private sector development, would be a plus.</p> <p>She/he will work closely with IFC's Evaluation Specialist who is responsible for the design, management and implementation of evaluations of FIG advisory services projects. She/he will support the monitoring of projects as well as design and implementation of evaluations through literature reviews, data &amp; document quality assurance, supervision of fieldwork (surveys), and statistical (regression) analysis.</p> <p><b>Responsibilities</b> include, but are not limited to:</p> <p><b>Monitoring:</b></p> <ul style="list-style-type: none"> <li>• Support operational teams in preparing project monitoring reports, review and help improve quality of IFC internal monitoring data</li> <li>• Manage an early warning system (developed by a previous CS-intern) to change targets and objectives before the 12-month deadline.</li> <li>• Ensure standards for quality of project documents, accurate reporting and evidential support for results reported. Support the M&amp;E Officer in reviewing all Micro-/Retail project cycle documents.</li> </ul> <p><b>Evaluation:</b></p> <ul style="list-style-type: none"> <li>• Support design, procurement, management and implementation of the following (potential) evaluations <ul style="list-style-type: none"> <li>- 1 large scale experimental (RCT) evaluation, 2 small scale qualitative evaluations, and</li> <li>- 1 Strategic Program evaluation</li> </ul> </li> <li>• Perform descriptive statistics and regression analysis on data sets from e.g. surveys</li> <li>• Conduct literature reviews on methodologies of evaluations of microfinance and mobile financial services.</li> <li>• Supervise local research firm during the implementation of surveys</li> <li>• Prepare documentation for IFC internal processes; and</li> <li>• Support meetings with clients and consultants.</li> </ul> <p>Previous CS-interns have taken a lead role of managing an evaluation from start to end. With on the job coaching, we assume that the intern will be able to grow into this and lead his/her own research project.</p> <p><b>Knowledge Management and Learning:</b></p> <ul style="list-style-type: none"> <li>• Support the development of knowledge products for different audiences (IFC, IFC clients, donor and general public).</li> <li>• 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.</li> </ul>

**CARLO SCHMID PROGRAMME**  
FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS  
PLACEMENT OFFER 2016/2017

**Reference No.: IFC1, Dakar - Micro-Finance and Mobile Money**

	<ul style="list-style-type: none"> <li>Develop creative ways of presenting findings in new ways, including infographs, video-animated presentations but also blogs, tweets or Brown Bag Lunches for staff.</li> </ul>
Training components and learning elements	<p>The intern will be working in IFC's Dakar 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.</p> <p>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> <p>The candidate will get exposure to private sector development assistance projects in the fast evolving field of mobile financial services in Africa and will understand the functioning of the World Bank Group.</p>
Participation in missions or training courses	<p>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.</p> <p>Previous interns had on average four missions during their internship, some of those were organized and executed independently as part of their responsibility for a research project.</p>
Additional comments	<p>IFC has a track record of offering job opportunities for previous CS-interns – all three interns in this position have stayed on average one year beyond the end of their term.</p> <p>Given the staff shortages currently experienced for M&amp;E staff in Africa, the successful candidate will be offered a (remunerated) contract as consultant at least until 30 June 2017. It is not unlikely that opportunities will come up for the intern to stay on even beyond that point.</p>

## Required Qualifications

Academic qualification	Master's degree
Subjects	Economics, Political Science/Development Studies (with focus on M&E), Statistics, Research Methods;
Language Skills	English; candidates with French language skills have a competitive advantage.
Computer literacy	Excellent Microsoft Excel, SPSS or STATA, are required. Power Point, Word; Programming skills would be a plus: MySQL, SQL, R, Python.
Internship-related experiences	Candidates with a previous internship in M&E, quantitative/ statistical research, big data analytics, or microfinance/mobile financial services will have a competitive advantage
Additional skills/requirements	<ul style="list-style-type: none"> <li>Facility to work in a multidisciplinary, multicultural environment;</li> <li>Fluency in English. Additional language skills, in particular French, are of advantage.</li> <li>Being a self-starter and problem solver; able to work independently sometime with little supervision; and comply with multiple, tight deadlines.</li> <li>Excellent report writing and communication skills</li> <li>Some hands on experience in design of surveys and supervision of fieldwork</li> <li>Skills/Experience related to Big Data analytics would be a plus.</li> </ul>

**CARLO SCHMID PROGRAMME**  
FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS  
PLACEMENT OFFER 2016/2017

**Reference No.: IFC2, Istanbul - Investment and Advisory Business**

Name of host organisation	International Finance Corporation (IFC), World Bank Group
Internship Coordinator	Mr. Patrick Avato, Program Leader, Clean Energy & Cities Europe & Central Asia
Address	Buyukdere Cad. No:185, Kanyon Ofis Blogu, Kat:17, Levent 34394 Sisli, Istanbul, Turkey
Homepage	www.ifc.org

## Placement Offer

Dates/duration	01.09.2016 – 30.04.2017, 8 months
Supervisor	Mr. Patrick Avato
Detailed description of the internship project(s); tasks assigned	<p><b>Background:</b> The International Finance Corporation (IFC) is a member of the World Bank Group. It is the largest global development institution focused exclusively on the private sector in developing countries. Climate-smart Business, i.e. supporting companies leverage opportunities related to a low carbon economy (e.g. entering new markets with new, cleaner technologies, improving productivity through more efficient use of resources, reducing operational risks by adapting to a changing climate etc.) is a strategic priority for IFC. Given the region's high carbon-intensity and relatively high levels of income, climate-smart business is a particular focus for IFC in Emerging Europe and Central Asia. In FY15, IFC invested and mobilized close to \$1 billion in climate-smart projects, e.g. green buildings, renewable energy, energy efficiency for SMEs etc. To further grow this business and support the development of a strategic project pipeline, major initiatives have been launched to improve urban infrastructure in cities ("Sustainable Cities") and to promote renewable energy and cross-border electricity trade ("Clean Energy").</p> <p><b>Project and responsibilities:</b></p> <p>In order to support selected project activities, we are looking for a Carlo Schmid fellow to undertake the following activities, based in Istanbul, Turkey:</p> <ul style="list-style-type: none"> <li>• Conduct market and industry analysis on areas that may include waste to energy, renewable energy, efficient lighting, mass public transport etc. Analysis will range from broad market assessments, often conducted in coordination with teams from IFC, IBRD, MIGA and others to identify potential opportunities as well as research on and assessment of specific individual projects;</li> <li>• Preparation and organization of workshops with cities in the ECA region, conducting research and outreach activities, identifying private and public sector participants and support designing workshop agenda;</li> <li>• Assist with business development by identifying suitable projects for sustainable infrastructure investments, including urban infrastructure as well as Renewable Energy and Transmission and Distribution;</li> <li>• Support the project management of IFC Advisory/Technical Assistance programs (e.g. ECA Cities Platform, Central Asia and Caucasus Energy Program), managing budgets, outreach, reporting and communications;</li> <li>• Facilitate the procurement and management of professional service providers,</li> </ul>

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	<p>including drafting terms of reference (ToR), managing procurement processes and overseeing the deliverables of the assignments;</p> <ul style="list-style-type: none"> <li>Support the Program Leader in his/her functions, including but not limited to developing strategies, securing funding and internal and external reporting.</li> </ul>
Training components and learning elements	<p>The Fellow will be exposed to a wide range of IFC and IBRD departments and teams, and have an opportunity to learn about both, IFC's investment and advisory business. At the IFC Office in Istanbul, the Carlo Schmid fellow will be assigned a mentor, who will provide day-to-day guidance and practical recommendations.</p> <p>The fellow will have full access to the World Bank Group's online training and materials, covering a variety of topics for independent training. In addition, the fellow will be able to join open training sessions in Istanbul and potentially sector-specific training events in Washington D.C.</p>
Participation in missions or training courses	<p>It is expected that the assignment will include participation in a number of missions, including in Turkey, Georgia, Central Asia – as appropriate.</p> <p>Budget and timing permitting, the Fellow will be able to participate in the World Bank Group's "Energy Week" in Washington D.C. in April 2017. This week is an annual training event and will provide an excellent learning and networking opportunity for the Fellow.</p>
Additional comments	

## Required Qualifications

Academic qualification (student, B.A., M.A.)	<ul style="list-style-type: none"> <li>Master degree or PhD from a leading university.</li> </ul>
Subjects	<ul style="list-style-type: none"> <li>Advanced degree in Economics, Finance, Business Administration, Public Administration, Political Economy, Engineering or other relevant subject area.</li> </ul>
Language Skills	<ul style="list-style-type: none"> <li>Excellent English language skills are essential. Working level of Turkish and/or Russian is considered an advantage.</li> </ul>
Computer literacy	<ul style="list-style-type: none"> <li>Excellent knowledge of MS Office applications.</li> <li>Familiarity with Excel and statistical software is considered an advantage.</li> </ul>
Internship-related experiences	<ul style="list-style-type: none"> <li>Previous work experience in areas related to project finance and project development in infrastructure and/or renewable energy</li> <li>Relevant work experience in consulting and/or investment banking are considered particularly relevant.</li> <li>Demonstrated ability to work in a fast-paced environment, working in parallel on multiple assignments with a good eye for prioritization</li> </ul>
Additional skills/requirements	<ul style="list-style-type: none"> <li>Entrepreneurial spirit, pro-active identification of opportunities</li> <li>High degree of initiative, ability to work independently, willingness to travel within Turkey and the region;</li> <li>Effective interpersonal skills, ability to successfully operate in a diverse work environment at all levels;</li> <li>Excellent written and oral communication skills, including effective presentation skills.</li> <li>Results-oriented approach and ability to think strategically</li> <li>Demonstrated interest for financial and private-sector and the World Bank Group</li> </ul>

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**Reference No.: IFC3, Johannesburg - Agribusiness**

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	<a href="http://www.ifc.org/africa">www.ifc.org/africa</a>

**Placement Offer**

Dates/duration	01.09.2016 - 30.04.2017, 8 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. The staff helps 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, as well as resource efficiency (e.g., clean energy) and SME value chains.</p> <p>Specifically, key tasks include:</p> <p><b>Technical guidance on RM issues:</b></p> <ul style="list-style-type: none"> <li>• Provide support and input to develop logical frameworks for programs and projects ;</li> <li>• Develop questionnaires and other tools for operational teams to track and measure results from projects;</li> <li>• Conduct desk reviews of new tools and qualitative and quantitative survey instruments related to the above areas of business;</li> <li>• Support the launch and quality control aspects of evaluations;</li> </ul> <p><b>Analysis and reporting of development impact data:</b></p> <ul style="list-style-type: none"> <li>• Support aggregation of data for programmatic, country- or regional-level reports;</li> <li>• Support econometric analysis of data including for impact evaluations and ;</li> <li>• Support the writing of reports based on analysis conducted from evaluations and other sources.</li> </ul> <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>
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"> <li>1. IFC systems and approach for tracking and reporting on development impacts</li> <li>2. IFC strategy in the areas of agribusiness, manufacturing, and services as well</li> </ol>

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	<p>as resource efficiency and SME value chains in Africa;</p> <p>3. Specific technical RM-related trainings as relevant (e.g., on impact measurement methodology)</p>
Participation in missions or training courses	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.
Additional comments	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.

**Required Qualifications**

Academic qualification (student, B.A., M.A.)	Master's degree or equivalent
Subjects	<p>MA, MS: International Affairs or International Development</p> <p>MA, MS: International Policy Analysis</p> <p>MA, MS: Measurement Science or Data Science</p> <p>Master of Public Administration</p> <p>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.</p> <p>Working knowledge of Stata, SPSS, or other statistical software package.</p>
Internship-related experiences	
Additional skills/requirements	<p>Willingness to travel in developing countries with limited/poor infrastructure</p> <p>Willingness to travel to rural areas</p>

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**Reference No.: ILO1, Genf – Youth Employment Programmes**

Name of host organisation	International Labour Organization
Internship Coordinator	Gillian Barmes
Address	International Labour Office 4 route des Morillons CH 1211 Geneva Switzerland
Homepage	<a href="http://www.ilo.org/youth">www.ilo.org/youth</a>

**Placement Offer**

Dates/duration	01.09.2016 – 28.02.2017, 6 months
Supervisor	<ul style="list-style-type: none"> <li>• Evaluation Officer, Youth Employment Programme</li> <li>• Senior Youth Employment Specialist, Youth Employment Programme</li> </ul>
Detailed description of the internship project(s); tasks assigned	<p>Key areas of work under this internship:</p> <ul style="list-style-type: none"> <li>• Information and evidence on youth employment programmes</li> <li>• Capacity development and training on evaluation</li> <li>• Results measurement and impact evaluation of youth employment programmes</li> <li>• Analysis of youth employment policies and programmes</li> </ul> <p>The position is located in the Youth Employment Programme of the Employment Policy Department (EMPLOYMENT). The work of the International Labour Organization (ILO) on youth employment is increasingly focusing on developing tools and research to improve global understanding about what works – why and how – to improve labour market outcomes of youth. Through technical cooperation projects and partnerships, the Employment Policy Department expects to increase the ILO's work on impact evaluation of youth employment programmes and to share such knowledge with ILO's constituents and the broader community of youth employment practitioners.</p> <p>The intern will support the work of the technical cooperation project "Taqeem Fund for Evaluation in Youth Employment" (<a href="http://www.ilo.org/taqeem">www.ilo.org/taqeem</a>) and the "Youth Employment Inventory" (YEI, <a href="http://www.youth-employment-inventory.org">www.youth-employment-inventory.org</a>). Taqeem focuses on expanding the evidence base on youth employment in the Middle East and North Africa (MENA) region. On a global level, the YEI is the first comprehensive database to provide comparative information on the design, implementation and effectiveness of more than 800 youth employment interventions.</p> <p>The intern's duties and responsibilities include support to the following activities:</p> <p><b>Information and evidence on youth employment programmes:</b></p> <ul style="list-style-type: none"> <li>• Assist in updating and expanding information about the design, implementation and achievements of youth employment programmes.</li> <li>• Contribute to the analysis of interventions within the YEI.</li> <li>• Assist in managing the interactions between members of the Youth Employment Inventory, a joint effort of the German Federal Ministry for Economic Cooperation and Development (BMZ), Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ), the World Bank and the ILO.</li> </ul> <p><b>Capacity development and training on evaluation:</b></p> <ul style="list-style-type: none"> <li>• Assist in the organization of (i) training workshops on monitoring and impact evaluation and (ii) roundtable discussions with policymakers and social partners in order to share evaluation evidence about what works to improve labour market outcomes of youth.</li> <li>• Support sharing of information and resources through the online knowledge sharing platform of the Fund for Evaluation in Youth Employment: <a href="http://yenclinic.groupsite.com">http://yenclinic.groupsite.com</a>.</li> <li>• Contribute to the drafting of programme and policy briefs on lessons learned and main findings from impact evaluations.</li> </ul> <p><b>Results measurement and impact evaluation of youth employment programmes:</b></p> <ul style="list-style-type: none"> <li>• Provide analytical support to the design, implementation, or monitoring of impact</li> </ul>

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	<p>evaluations of youth employment and entrepreneurship programmes in the MENA region.</p> <ul style="list-style-type: none"> <li>• Assist in the preparation, dissemination and selection processes of Taqueem's Call for Proposals, which provides seed funding for impact evaluations to organizations implementing youth employment and entrepreneurship projects in the MENA region.</li> <li>• Contribute to the drafting of funding proposals for impact evaluations and research studies.</li> </ul> <p><b>Analysis of youth employment policies:</b></p> <ul style="list-style-type: none"> <li>• Serve on research teams of policy influence plans in selected focus countries across the MENA region.</li> <li>• Conduct desk research on policy environment, evidence base (literature reviews) and stakeholder analysis in collaboration with staff and consultants assigned to each country.</li> </ul> <p>In addition, the intern will support the work of the Taqueem Council, a group of evaluation and employment experts who provide strategic guidance to the work of Taqueem. The intern is expected to:</p> <ul style="list-style-type: none"> <li>• Assist with the organization of monthly Taqueem Council meetings.</li> <li>• Keep track of Taqueem Council workplan, delivery rates, academic exchanges, and requests (including membership requests).</li> </ul>
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 Youth Employment Programme 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"> <li>• Previous experience in the following areas are a plus: <ul style="list-style-type: none"> <li>- Research in development economics</li> <li>- Monitoring and evaluation</li> <li>- Research in impact evaluation</li> <li>- Youth employment</li> </ul> </li> <li>• Experience in project support</li> </ul>
Additional skills/requirements	<ul style="list-style-type: none"> <li>• Excellent organisational skills</li> <li>• Strong communication skills: written, verbal and interpersonal</li> <li>• Attention to detail</li> <li>• Ability to work well in a team and alone</li> <li>• Able to take initiative and be proactive</li> </ul>

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**Reference No.: Interpeace1, Abidjan – Programme Management Tasks**

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	01.09.2016 – 28.02.2017, 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 &amp; Policy Officer and the Regional Director, the Intern assisting the programmes will support the work of Interpeace in West Africa. In 2016 Interpeace will focus its programmes mainly in Côte d'Ivoire and Mali. 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><b>Specific Tasks:</b></p> <ul style="list-style-type: none"> <li>- Assist the 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.</li> <li>- Monitor email and other communications with partner teams.</li> <li>- Draft and/ or edit periodic (weekly, monthly, quarterly, annual) programme reports.</li> <li>- Conduct context analyses / monitoring for the region</li> <li>- Translate programme and other supporting documents to French/English.</li> <li>- Draft and/ or edit substantive reports.</li> <li>- Assist partner teams with the production of substantive and descriptive narrative reports</li> <li>- Organize meetings, logistics with and for visitors.</li> <li>- Direct collaboration with the local programme teams in Côte d'Ivoire.</li> <li>- Participate in team strategic and thematic discussions and document exchanges</li> <li>- Support day-to-day activities of the Regional Office for West Africa and undertake any other activities as called upon by the supervisor.</li> </ul>
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 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 (with possible travel to the field in Côte d'Ivoire). The Interpeace team in Abidjan is young and dynamic encouraging space for personal initiatives and creativity and creating an atmosphere of professional achievement coupled with conviviality.

## Required Qualifications

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**Reference No.: Interpeace1, Abidjan – Programme Management Tasks**

Academic qualification (student, B.A., M.A.)	Pursuing or completed Masters' Degree
Subjects	All areas of study are welcomed, especially areas related to international relations, political science, communication or journalism.
Language Skills	Fluency in English and <u>French</u> required. French skills are required to be 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 is considered a plus.
Internship-related experiences	<ul style="list-style-type: none"> <li>- Experience in research.</li> <li>- Knowledge of peacebuilding and motivation to learn more.</li> <li>- Field experience in a conflict-affected or post-conflict country preferable.</li> <li>- Flexibility.</li> <li>- Evidence of strategic thinking and proven ability to organize, plan and prioritize work.</li> <li>- Excellent verbal and written communication skills.</li> <li>- Ability to work closely together with other colleagues in a team most of the time, but also work independently.</li> </ul>
Additional skills/requirements	- The intern has to be at ease living in a hot and humid climate with different health, hygiene, cultural and security conditions.

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**Reference No.: IOM1, Genf - Immigration and Border Management Division**

Name of host organisation	International Organization for Migration
Internship Coordinators	Ms. S. Atkinson & Ms Fatima Peregrino-Brimah – Staff Planning & Mobility Unit Human Resources Management (HRM)
Address	IOM – 17 route des Morillons – C.P. 71 CH-1211 Geneva 19 Switzerland
Homepage	<a href="http://www.iom.int">http://www.iom.int</a>

### Placement Offer

Dates/duration	01.09.2016 – 28.02.2017, 6 months
Supervisor	Florian Forster – Head Immigration and Border Management Division.
Detailed description of the internship project(s); tasks assigned	<p>Established in 1951, the International Organization for Migration (IOM) is the principal inter-governmental organization in the field of migration and works closely with governmental, intergovernmental and non-governmental partners. Currently, IOM has 151 member states with a further 12 states and numerous international and non-governmental organizations holding observer status.</p> <p>IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants. IOM works to help ensure the orderly and humane management of migration, to promote international cooperation on migration issues, to assist in the search for practical solutions to migration problems, and to provide humanitarian assistance to migrants in need, be they refugees, displaced persons or other uprooted people.</p> <p>Under the direct supervision of the Head Immigration and Border Management Division, the incumbent will provide the following tasks:</p> <ul style="list-style-type: none"> <li>• support the development of the Immigration and Border Management (IBM) Global Programme from Headquarters;</li> <li>• lead on the compilation of the full round of vital IBM institutional documents including the Annual Report and Project Compendium for 2016/17;</li> <li>• assist with writing various reports for projects and compiling presentations for senior management on a variety of migration management topics;</li> <li>• assist with the compilation of guidance notes for divisional staff overseas, represent the Division at regional consultative process meetings and report back on events there.</li> </ul>
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	IBM has a strong record in including interns in our work to the point where overseas travel has become the norm for the last 4 interns. We ensure that the intern has an integral role to play in producing our organisational communication and outreach work and will get to work on specific projects that they will have the lead on.
Additional comments	

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### **Required Qualifications**

Academic qualification (student, B.A., M.A.)	
Subjects	
Language Skills	French would be useful
Computer literacy	The ability to use desktop publishing software would be an advantage. Word and, to a lesser extent, Excel skills are very important.
Internship-related experiences	Our previous interns have, for example, travelled to Tanzania to assist our Africa Capacity Building Centre with preparation of outreach materials and to Thailand to support our global Divisional conference. IBM Division ensure that all interns get the chance to travel overseas from Geneva at least once to widen their experience with contact with our field missions. If relevant training courses are available during the internship then we will certainly look to include the successful candidate.
Additional skills/requirements	An interest in and awareness of security and border issues would be useful as would the ability to juggle several different priorities at once. The candidate should be a confident drafter in English as there will be several important documents to prepare for an English-speaking audience.

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**Reference No.: IOM2, Wien - Regional Office for South-Eastern Europe, Eastern Europe & Central Asia**

Name of host organisation	International Organization for Migration
Internship Coordinators	Ms. S. Atkinson & Ms Fatima Peregrino-Brimah – Staff Planning & Mobility Unit Human Resources Management (HRM)
Address	IOM – 17 route des Morillons – C.P. 71 CH-1211 Geneva 19 Switzerland
Homepage	<a href="http://www.iom.int">http://www.iom.int</a>

**Placement Offer**

Dates/duration	05.09.2016 - 05.03.2017, 6 months
Supervisor	Alina Narusova-Schmitz, Regional Policy and Liaison Officer, Regional Office for South-Eastern Europe, Eastern Europe and Central Asia, IOM and Vassiliy Yuzhanin, Regional Project Development Officer, Regional Office for South-Eastern Europe, Eastern Europe and Central Asia, IOM.
Detailed description of the internship project(s); tasks assigned	<p>Established in 1951, the International Organization for Migration (IOM) is the principal inter-governmental organization in the field of migration and works closely with governmental, intergovernmental and non-governmental partners. Currently, IOM has 151 member states with a further 12 states and numerous international and non-governmental organizations holding observer status.</p> <p>IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants. IOM works to help ensure the orderly and humane management of migration, to promote international cooperation on migration issues, to assist in the search for practical solutions to migration problems, and to provide humanitarian assistance to migrants in need, be they refugees, displaced persons or other uprooted people.</p> <p>The Regional Office (RO) for South-Eastern Europe, Eastern Europe and Central Asia based in Vienna is one of nine IOM regional offices worldwide and one of two ROs in Europe. It covers a diverse region, which includes the following 20 countries and territories: Albania, Armenia, Azerbaijan, Belarus, Bosnia and Herzegovina, Georgia, Israel, Former Yugoslav Republic of Macedonia, Moldova, Montenegro, Kosovo (UN Security Council Resolution 1244-Administered), Russia, Kazakhstan, Kyrgyzstan, Tajikistan, Turkey, Turkmenistan, Ukraine and Uzbekistan. This is a vast region with a number of sub regions formed by countries according to their geographic or political priorities and settings. The region is varied and includes countries with different migration contexts, cooperation and partnership priorities and approaches to migration management.</p> <p>RO Vienna plans and coordinates IOM activities, and establishes and maintains partnerships with governments, development partners and civil society within the region. It also provides technical support to governments in developing national migration frameworks and strengthening migration management systems. The RO is responsible for identifying and analysing regional migration trends as well as relevant policy and legislative development. On the basis of this, the RO develops and updates a regional IOM strategy and supports country offices in their strategic planning. In addition, RO Vienna maintains liaison with the Vienna-based organizations (including OSCE, UNODC and UNIDO).</p> <p>As part of the RO Vienna team and under the overall supervision of the Policy and Liaison and Project Development Regional Officers the incumbent will contribute to the design and conceptualization of the IOM programmatic activities, to strategic planning as well as to policy, research and analysis in the field of migration in the South Eastern Europe, Eastern Europe and Central Asia region; the incumbent will also assist in providing support to the IOM missions in the region in the above-mentioned areas.</p> <p>In relation to the above tasks, the intern will:</p>

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	<ul style="list-style-type: none"> <li>• Research, collect and analyse relevant information on identified issues within the field of migration, and assist in policy and strategy formulation related to these issues (pertaining e.g. to migration management, migration law, migrants' rights, migration crisis, migration statistics, regional consultative processes on migration, gender, migration and health, migration and development, etc.);</li> <li>• Draft analytical papers, speeches, presentations and supporting documentation for official presentations by senior IOM staff;</li> <li>• Contribute to project development activities of the Regional Office, in particular in the thematic areas of migration law, and migration policy and research;</li> <li>• Prepare regional communication and information materials on various migration issues;</li> <li>• Support donor relations, including by assisting with the revision of donor reports, project proposals and collecting and synthesising information on donors;</li> <li>• Attend conferences and other meetings organized by International Organizations based in Vienna and compile reports on the events attended; and</li> <li>• Perform any other duties that may be assigned</li> </ul>
Training components and learning elements	<ul style="list-style-type: none"> <li>• Familiarization with major themes in the field of migration;</li> <li>• Insight into multilateral political processes and frameworks;</li> <li>• Understanding of policy-making processes and IOM's work in migration policy development;</li> <li>• Familiarization with the conceptualization and development of programmatic activities in the sphere of migration;</li> <li>• Exposure to the multicultural environment and procedural approach of an international organization.</li> </ul>
Participation in missions or training courses	Not foreseen
Additional comments	

## Required Qualifications

Academic qualification (student, B.A., M.A.)	University Degree
Subjects	Social Sciences, International Relations, Economics and related subjects
Language Skills	Excellent command of English (particularly in written form); working level of Russian is an advantage.
Computer literacy	Proficiency in Microsoft Office applications (in particular Word, Excel, PowerPoint, and Outlook); familiarity with information scanning through internet sources, and with electronic tools for visual presentations desirable.
Internship-related experiences	Previous research/publications on migration related issues highly desirable.
Additional skills/requirements	<ul style="list-style-type: none"> <li>• Proven drafting skills in English;</li> <li>• Proven research skills;</li> <li>• Proven analytical skills;</li> <li>• Attention to detail;</li> <li>• Ability to work in cross-cultural teams;</li> <li>• Ability to handle competing priorities.</li> </ul>

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**Reference No.: IOM3, Brüssel – Policy and Programme Support Unit**

Name of host organisation	International Organization for Migration
Internship Coordinators	Ms. S. Atkinson & Ms Fatima Peregrino-Brimah – Staff Planning & Mobility Unit Human Resources Management (HRM)
Address	IOM – 17 route des Morillons – C.P. 71 CH-1211 Geneva 19 Switzerland
Homepage	<a href="http://www.iom.int">http://www.iom.int</a>

**Placement Offer**

Dates/duration	01.09.2016 – 28.02.2017, 6 months
Supervisor	Ms Anna Eva Radicetti, Head of Policy & Programme Support Unit, Regional Office Brussels
Detailed description of the internship project(s); tasks assigned	<p>Established in 1951, the International Organization for Migration (IOM) is the principal inter-governmental organization in the field of migration and works closely with governmental, intergovernmental and non-governmental partners. Currently, IOM has 151 member states with a further 12 states and numerous international and non-governmental organizations holding observer status.</p> <p>IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants. IOM works to help ensure the orderly and humane management of migration, to promote international cooperation on migration issues, to assist in the search for practical solutions to migration problems, and to provide humanitarian assistance to migrants in need, be they refugees, displaced persons or other uprooted people.</p> <p>Under the direct supervision of the Head of the Policy and Programme Support Unit/PPSU, the incumbent will provide administrative support to the Head of Unit in the <i>day-to-day</i> management and overall functioning of the Unit. He/ she will have the following tasks:</p> <ol style="list-style-type: none"> <li>1. Assist in drafting policy guidelines, feed-back, follow-up, statistics and reports on IOM activities, for internal and external distribution;</li> <li>2. Assist in drafting public information documents, website articles, press releases and information dissemination on IOM activities towards public and private EU partner-institutions;</li> <li>3. Assist in following-up the work of all relevant committees and working groups relating to IOM activities, at the European institutions, including the EC, the EP and the Council;</li> <li>4. Assist in undertaking research, data collection and analysis on current migratory situation and future prospects and trends, relevant to IOM activities, in the EU and in third countries;</li> <li>5. Co-ordinate the Head of Unit's appointments and travels;</li> <li>6. Draft meetings reports and minutes and routine correspondence;</li> <li>7. Provide occasional assistance to the different PPSU colleagues units in case of high workload;</li> <li>8. Any other duty within the incumbent's capabilities as assigned by the Head of Unit.</li> </ol>
Training components and DAAD, Section ST 41	As an integral part of the IOM assignment the intern will:

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learning elements	<ul style="list-style-type: none"> <li>• Gain experience in a Regional Office of an international organization, including design, implementation and evaluation of the international cooperation activities, as well as understanding the dynamics of policy and programme development on migration management in the European Union, including the liaison with supranational, national and local levels of governance.</li> <li>• Advance inter-disciplinary conceptual and operational expertise on migration issues.</li> <li>• Advance programme and project development skills in line with the new IOM guidelines in the field and overall best practices in the region and worldwide.</li> <li>• Participate in development of programmes, projects, trainings and workshops related to different migration management areas.</li> </ul>
Participation in missions or training courses	
Additional comments	

**Required Qualifications**

Academic qualification (student, B.A., M.A.)	Completed university degree in Social Sciences, with particular preference to Political Science, Economics, International Relations or Law.
Subjects	Social/ Political Sciences, Economics, International Relations or Law.
Language Skills	Fluency in spoken and written English; good knowledge of French is an advantage
Computer literacy	Computer/software literate, advanced knowledge in Microsoft Office with experience of database creation and management.
Internship-related experiences	<p>A first experience either on project development, project implementation, database management, project monitoring and evaluation relevant to migration management is an asset.</p> <p>Advanced English writing, communication and negotiation skills.</p> <p>Ability to collect and analyse data on topics pertaining to migration management.</p> <p>Experience of working in a multi-cultural setting.</p>
Additional skills/requirements	High motivation, personal commitment and autonomy, efficiency and drive for results. Flexibility, respect for diversity and creative thinking. Ability to work effectively and harmoniously in a team and with colleagues from varied cultures and professional backgrounds.

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**Reference No.: IOM4, Genf – Assistance to Vulnerable Migrants Unit**

Name of host organisation	International Organization for Migration
Internship Coordinators	Ms. S. Atkinson & Ms Fatima Peregrino-Brimah – Staff Planning & Mobility Unit Human Resources Management (HRM)
Address	IOM – 17 route des Morillons – C.P. 71 CH-1211 Geneva 19 Switzerland
Homepage	<a href="http://www.iom.int">http://www.iom.int</a>

**Placement Offer**

Dates/duration	01.09.2016 – 28.02.2017, 6 months
Supervisor	Mathieu Luciano, Head, Assistance to Vulnerable Migrants Unit
Detailed description of the internship project(s); tasks assigned	<p>Established in 1951, the International Organization for Migration (IOM) is the principal inter-governmental organization in the field of migration and works closely with governmental, intergovernmental and non-governmental partners. Currently, IOM has 151 member states with a further 12 states and numerous international and non-governmental organizations holding observer status.</p> <p>IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants. IOM works to help ensure the orderly and humane management of migration, to promote international cooperation on migration issues, to assist in the search for practical solutions to migration problems, and to provide humanitarian assistance to migrants in need, be they refugees, displaced persons or other uprooted people.</p> <p><b><u>IOM's Human Trafficking Information Exchange Platform: A Reliable Foundation for Effective Anti-Trafficking Policies</u></b></p> <p><u>The Project:</u> The project goal is to contribute to improving anti-trafficking policy and response, by strengthening the knowledge base. Specifically, the project objectives are: (1) to increase the quantity and quality of IOM's victim data, by improving the consistency and volume of data entry across the Organization; and (2) to facilitate secure public access to, and analysis of, an unparalleled range of human trafficking data, combined into a single database.</p> <p><u>General functions:</u> Under the overall supervision of the Head of the Assistance to Vulnerable Migrants (AVM) Unit, and the direct supervision of the Project Officer, the incumbent will support the development and the implementation of IOM's Human Trafficking Information Exchange Platform ("the Platform"). The Platform will be a user-friendly, web-based external interface that will provide access to, visualization of, and online analytic features for human trafficking data from a range of datasets. The Platform will address the acute lack of reliable, relevant, and up-to-date data on human trafficking, and will become the first centralized, multi-stakeholder, open access source of data of this kind. It will allow researchers, academics, policy-makers, and practitioners to rapidly strengthen the evidence base for counter-trafficking response. This will ultimately lead to better analyses of at risk profiles, contexts and processes. It will enhance understanding of the crime and evaluation of anti-trafficking responses, and allow for better prioritization of the most urgent and appropriate interventions.</p> <p>In particular, he/she will:</p> <ul style="list-style-type: none"> <li>• Support the analysis of IOM's human trafficking data and develop brief statistical reports for internal and external stakeholders.</li> <li>• Support the development of standard operating procedures, policies, tools,</li> </ul>

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	<p>and IT solutions for the collection, management, and analysis of IOM's human trafficking data, including legal documents.</p> <ul style="list-style-type: none"> <li>• Assist with the upgrade of IOM's victim of trafficking case management system (Migrant Management &amp; Operational Systems Application [MiMOSA]).</li> <li>• Provide guidance and support to IOM field missions in the area of data collection and analysis. In particular, support the expansion of the use of MiMOSA to ensure that MiMOSA is used consistently across the Organization, in line with relevant instructions and internal guidance notes.</li> <li>• Support the integration of IOM's victim of human trafficking case data with IOM's partner's case data, for research and analysis purposes. Additionally, support the integration of data collected from victims of trafficking with data on causal processes and contexts associated with trafficking. Develop lines of analysis available through integrating and combining these different datasets.</li> <li>• Support the AVM unit in responding to requests from research institutions, universities and other research networks.</li> <li>• Perform other duties as may be assigned.</li> </ul>
Training components and learning elements	The incumbent will work with, and learn from, human trafficking, data analysis, and data management systems design experts on a day-to-day basis. S/he will be part of an exciting new initiative in the field of human trafficking which aims to bring the data revolution to the fight against the crime. S/he will gain important skills and knowledge, such as on: the identification of, and assistance to, victims of trafficking; the ethical use of data and its legal and policy implications; how to analyse human trafficking data, including victim of trafficking case data; how to design systems for the collection, storage and analytic use of data, particularly individual case data; how to relate different human trafficking datasets for the purposes of analysis and the development of global standardized indicators; and, outreach and engagement with key stakeholders in the field of human trafficking.
Participation in missions or training courses	The incumbent will benefit from access to the regular events, talks, conferences, and (where capacity allows) trainings held at IOM HQ.
Additional comments	

**Required Qualifications**

Academic qualification (student, B.A., M.A.)	Bachelor's or master's degree will be considered
Subjects	Economics, Political Science, Law, Migration, or any other relevant field. Applicants with a good knowledge/experience of quantitative analysis and strong research background preferred.
Language Skills	Fluent in written and spoken English, good knowledge of French, Spanish, Arabic, Russian, or Chinese an asset.
Computer literacy	Excellent knowledge of Excel, PowerPoint and Word. Knowledge of statistical analysis software such as SPSS or STATA and asset.
Internship-related experiences	
Additional skills/requirements	Strong research background with knowledge/experience of quantitative analysis. Ability to work in a multi-cultural environment. Good team player.

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**Reference No.: ISHR1, Genf - Human Rights Council**

Name of host organisation	International Service for Human Rights (ISHR)
Internship Coordinator	Esperance Kana, Office Manager
Address	Rue de Varembé 1 CH-1211 Geneva 20 CIC Switzerland
Homepage	www.ishr.ch

**Placement Offer**

Dates/duration	01.09.2016 – 31.05.2017, 9 months
Supervisor	Michael Ineichen, Human Rights Council Advocacy Director
Detailed description of the internship project(s); tasks assigned	<p>The intern will work as a Human Rights Council Fellow within ISHR's team in Geneva, and will be involved in the overall work around the Human Rights Council, and in particular:</p> <ul style="list-style-type: none"> <li>• Supporting research, monitoring for and production of ISHR's Human Rights Monitor and Human Rights Council Monitor, which are analytical publications for human rights defenders seeking to equip them with the information and knowledge necessary to strategically engage with the Human Rights Council.</li> <li>• Assisting with the organisation of capacity building and training sessions for human rights defenders in Geneva, in conjunction with session of the Human Rights Council and universal periodic review (UPR).</li> <li>• Supporting ISHR advocacy on thematic and institutional priorities at the Human Rights Council, including on human rights defenders working on business and human rights issues, LGBTI human rights defenders, women human rights defenders and defenders working on the promotion of democracy and the rule of law, such as through the drafting of statements, assistance with organising events and diplomatic briefings etc.</li> <li>• Helping ISHR staff in evaluation of advocacy at the Human Rights Council and training of human rights defenders.</li> </ul>
Training components and learning elements	<p>ISHR works very closely with international human rights mechanisms from the perspective of an independent NGO, which means the fellow will be exposed to the inner workings of many UN human rights mechanisms.</p> <p>As part of the job, the fellow will also participate in trainings provided to human rights defenders.</p>
Participation in missions or training courses	See above.
Additional comments	

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**Reference No.: ISHR1, Genf - Human Rights Council**

**Required Qualifications**

Academic qualification (student, B.A., M.A.)	M.A.
Subjects	International relations, political science, international law or similar, or relevant experience
Language Skills	French, Spanish or another UN language is an asset.
Computer literacy	Efficient computer user, with a focus on text editing and usual collaboration tools.
Internship-related experiences	<ul style="list-style-type: none"> <li>• A strong commitment to, and passion for, the principles and practice of human rights.</li> <li>• Strong understanding of international human rights law and mechanisms, with previous work experience in the area being an asset.</li> <li>• Previous experience in engaging with United Nations human rights mechanisms is highly desirable</li> <li>• Strong interpersonal skills and the ability to work collaboratively, flexibly and effectively in a small, dynamic team.</li> <li>• Ability to think and act quickly and creatively.</li> <li>• Ability to work autonomously and with limited supervision.</li> <li>• Excellent oral and written communication in English with proficiency in a second UN language, particularly Spanish, Arabic or French being an advantage.</li> </ul>
Additional skills/requirements	ISHR values diversity in the workplace and for this reason would be open to engaging fellows from different backgrounds and nationalities.

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**Reference No.: ITC1, Genf – Supporting Indian Trade and Investment for Africa**

Name of host organisation	International Trade Centre
Internship Coordinator	Ms. Harseerat Kaur
Address	54-56, Rue de Montbrillant CH-1211 Geneva 10 Switzerland
Homepage	<a href="http://www.intracen.org">www.intracen.org</a>

## Placement Offer

Dates/duration	01.09.2016 – 28.02.2017, 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><b><u>Project management:</u></b></p> <ul style="list-style-type: none"> <li>•Provide support to Coordinator – SITA - in relation to the work of sector task teams (Cotton to clothing, Leather, Spices, Essential Oils, Pulses, Coffee, IT-enabled Services and Business Process Outsourcing, and emerging sectors); monitoring progress of project implementation and starting the work planning process for 2017.</li> <li>•Provide support in drafting and editing of various project-related documents in coordination with ITC technical sections and counterparts.</li> <li>•Provide inputs to internal reports, documents and promotional material including brochures and newsletters; and</li> <li>•Perform other duties as assigned by Coordinator – SITA.</li> </ul> <p><b><u>Research and Analysis:</u></b></p> <ul style="list-style-type: none"> <li>•Support the new and emerging sectors task team (focusing on inclusive healthcare, technical education, renewable energy and affordable housing) in conducting SITA relevant research, with a concrete research paper or Policy Brief as an output.</li> </ul>
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"> <li>•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;</li> <li>•The intern will gain insights into different areas of project management, ranging from project design to implementation, to monitoring and evaluation performed;</li> <li>•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.</li> <li>•The intern may participate in internal and some Geneva-based meetings and</li> </ul>

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Participation in missions or training courses	seminars. 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 TSI and iii) creating business linkages.</p>

**Required Qualifications**

Academic qualification (student, B.A., M.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.: ITC2, Genf - International Development, Trade, Economics**

Name of host organisation	International Trade Centre (ITC)
Internship Coordinator	Ms. Harseerat Kaur
Address	54-56, Rue de Montbrillant CH-1211 Geneva 10 Switzerland
Homepage	<a href="http://www.intracen.org">www.intracen.org</a>

## Placement Offer

Dates/duration	01.09.2016 – 28.02.2017, 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"> <li>• Contribute to programme development and project design including inputs to project ideas, concept notes and project plans;</li> <li>• Provide country and sector specific research inputs for selected needs assessment activities;</li> <li>• Assist the Office of the Director, DCP, in gathering and disseminating information related to ITC's pipeline of technical assistance projects;</li> <li>• Support the development of impact stories that analyze ITC's work in different geographies with a view to illustrate long-term results of ITC's technical assistance.</li> <li>• Assist in the strategic re-alignment of ITC's objectives vis-à-vis the Sustainable Development Goals (SDG17)</li> <li>• Contribute to innovation at ITC through the innovation lab including design thinking, ideation exercises, partnership development, sensitization and outreach work</li> </ul>
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"> <li>• 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 &amp; LDCs, the evolution of Global Value Chains (GVCs), and the inherent potentials for SMEs and their global competitiveness against this backdrop;</li> <li>• 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;</li> <li>• 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</li> </ul>

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**Reference No.: ITC2, Genf - International Development, Trade, Economics**

	<p>methodologies including logframe analysis, ITC's RBM and corporate results framework, SWOT analysis and monitoring frameworks in line with result-based management principles;</p> <ul style="list-style-type: none"> <li>• 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.</li> </ul>
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 Export Strategy Function and 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. 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.)	
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.: ITC3, Genf – Market Analysis and Research**

Name of host organisation	International Trade Centre (ITC)
Internship Coordinator	Ms. Harseerat Kaur
Address	54-56, rue de Montbrillant Palais des Nations CH-1211 Geneva 10 Switzerland
Homepage	<a href="http://www.intracen.org">www.intracen.org</a>

**Placement Offer**

Dates/duration	01.09.2016 - 28.02.2017, 6 months
Supervisor	Ursula Hermelink, NTM programme manager Market Analysis and Research, Division of Market Development
Detailed description of the internship project(s); tasks assigned	<p>ITC is a joint agency of the United Nations and the World Trade Organisation for trade-related technical cooperation in developing countries. ITC's Market Analysis and Research (MAR) section provides easy-to-use analytical information to support development of trade strategies for governments, trade support institutions and companies in the developing world.</p> <p>MAR provides this information through its web-based market analysis tools (<a href="http://www.intracen.org/mat">www.intracen.org/mat</a>). Among them is Market Access Map containing information on tariffs and other market barriers, and providing market analysis tools, such as tariff reduction simulations. MAR is also implementing a large-scale programme on non-tariff measures (NTMs), including comprehensive business surveys on NTMs and related trade obstacles in many different developing and least-developed countries (see <a href="http://www.ntmsurvey.org">www.ntmsurvey.org</a>).</p> <p>Under the overall guidance of the NTM programme manager and working as part of the NTM and the studies team, the incumbent will:</p> <ul style="list-style-type: none"> <li>• Contribute to the cross-country data analysis from NTM surveys to prepare background documents for thematic discussions and events. This work could potentially result in a publication.</li> <li>• Perform research for the different thematic areas that are addressed by the studies and NTM team (e.g. regional integration, impediments to services exports from developing countries, analysis of trade agreements etc.);</li> <li>• Contribute to ITC's on-going effort to develop a method to extend the coverage of the NTM programme to services trade;</li> <li>• Contribute to following up on the implementation of ITC's trade obstacles alert mechanisms;</li> <li>• Other related tasks. Depending on the intern's interests and background, these may include for example:             <ul style="list-style-type: none"> <li>- Providing trainings or webinars on selected topics to groups visiting ITC or clients in developing countries,</li> <li>- Contributing to marketing and communications-related activities,</li> <li>- Collecting data for ITC's market analysis tools,</li> <li>- Contributing to export potential assessments.</li> </ul> </li> </ul>
Training components and learning elements	The incumbent will obtain first-hand insights in the working of an international organization. S/he will get a better understanding of the multifaceted aspects of

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	market access in the increasingly complex international trading system. In particular, s/he will gain expertise on the analysis of market access information and trade potential, and will get familiar with ITC's NTM survey methodology and classification. On-the-job learning also includes trainings on the ITC Market Analysis Tools (Trade Map, Market Access Map, Investment Map and Standards Map; available through <a href="http://www.intracen.org/mat">www.intracen.org/mat</a> ) and the possibility to assist in in-house training sessions provided by MAR.
Participation in missions or training courses	There are opportunities to participate in in-house training related to various subjects including trade, market analysis (in particular the MAR market analysis tools), presentations skills, and others.
Additional comments	The incumbent will be part of a young, dynamic, multi-cultural team.

**Required Qualifications**

Academic qualification (student, B.A., M.A.)	
Subjects	No formal requirement in terms of subject but a background in trade, international economics, development economics, econometrics, development studies, or related field will facilitate the intern's understanding of the topics s/he will deal with. More important than the subject of study are strong analytical and writing skills, good communication skills and the ability and genuine willingness to learn and contribute to ITC's mandate. Quantitative skills an asset.
Language Skills	Excellent command of spoken and written English. Additional languages, in particular French, Spanish, Russian or Arabic an asset.
Computer literacy	MS Office (Excel, Word, PowerPoint, etc.)
Internship-related experiences	
Additional skills/requirements	Strong analytical and writing skills. Good communication skills. Strong interest in development issues, team spirit and motivation.

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**Reference No.: ITC4, Genf - Office for Arab States**

Name of host organisation	International Trade Centre
Internship Coordinator	Harseerat Kaur
Address	54-56, rue de Montbrillant Palais des Nations CH-1211 Geneva 10 Switzerland
Homepage	<a href="http://www.intracen.org">www.intracen.org</a>

## Placement Offer

Dates/duration	01.09.2016 - 28.02.2017, 6 months
Supervisor	Abdeslam Azuz
Detailed description of the internship project(s); tasks assigned	<p>The international Trade Centre is the joint agency of the United Nations and the World Trade Organization, which provides technical assistance and capacity building to policymakers, the private sector and trade and investment support organisations to help them use trade as an engine for sustainable growth and jobs. ITC works to support the achievement of international development goals by connecting enterprises to global markets. By enabling small business export success in developing countries, ITC helps generate sustainable incomes and livelihoods, especially for poor households.</p> <p>The Division of Country Programmes, comprising of five regional Offices, is responsible for conducting country needs assessments and providing required solutions through implementation of trade related technical assistance programmes. In addition, it is responsible for country intelligence, managing strategic relationship with clients, and overall coordination of ITC activities in each region.</p> <p>The Office for Arab States (OAS) covering 21 countries in the Middle East and North Africa provides impact-oriented, customized and responsive technical assistance to the region. Key impacts of its intervention are increased export competitiveness, creation of jobs through increase exports, and sustainable and inclusive growth through trade. With an average annual budget of \$ 4 million by 2015 working in all countries, the demand for ITC's technical assistance to the region is continuously increasing. The services of a qualified intern would be required to help the Office respond to this growing demand through research, hands-on support in drafting documents and assistance in project development.</p> <p>The incumbent will work under the direct supervision of the Senior Trade Promotion, and the overall guidance of the chief, Office for Arab States and be responsible for the following tasks:</p> <ul style="list-style-type: none"> <li>- Undertake research and analysis with respect to the evolving economic situation of countries in the region, trends in the area of trade development, and SME competitiveness;</li> <li>- Undertake research and analysis of strategic goal and priorities of development partners in the MENA region, and help design effective resource mobilization approach;</li> <li>- Undertake research and draft issue papers on specific challenges and themes</li> </ul>

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	<p>which are of particular relevance to the economic growth of the Arab Region;</p> <ul style="list-style-type: none"> <li>- Assist in developing project proposals for submission to donors in accordance with established ITC procedures;</li> <li>- Support the implementation of on-going projects at country and regional levels including organisation of workshops, organisation of field missions, coordination with field partners;</li> <li>- Assist the Section in preparing briefing notes, presentations and progress reports.</li> </ul>
Training components and learning elements	The incumbent will get a direct exposure to trade-related technical assistance projects in the Arab region. In so doing, he/she will gain an enhanced understanding of the main challenges faced by the region at the enterprise, institutional and policy levels and contribute to ITC's integrated response to these challenges. Ample opportunities will be available for hands-on work as well as practical and operational exposure to current and pipeline projects.
Participation in missions or training courses	Opportunities for participation in lunchtime information sessions will be available as well as possibilities for group-level training and presentations.
Additional comments	The incumbent will enhance his/her understanding of the work of a UN organization as well as its rules and procedures and obtain a thorough understanding of multilateral development assistance and the particular entry point of ITC.

## Required Qualifications

Academic qualification (student, B.A., M.A.)	Completion or enrolment in Masters' degree or equivalent.
Subjects	International Relations, Economics with a focus on trade and development or business management. Knowledge of MENA region and related issues is an added advantage.
Language Skills	Advanced knowledge of English with a good command of French. Knowledge of Arabic would be a strong asset but not a prerequisite.
Computer literacy	Ms. Word, Excel, PowerPoint and databases.
Internship-related experiences	
Additional skills/requirements	<ul style="list-style-type: none"> <li>- Understanding of trade and development issues;</li> <li>- Knowledge of WTO agreements, and multilateral trade rules;</li> <li>- Understanding of results-based management, project monitoring and evaluation;</li> <li>- Excellent analytical and drafting skills in English and/or French;</li> <li>- Exposure to or familiarity with the work of international organizations would be an asset;</li> <li>- Team spirit and ability to work in a multicultural environment .</li> </ul>

**CARLO SCHMID PROGRAMME**  
FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS  
PLACEMENT OFFER 2016/2017

**Reference No.: ITU1, Genf – International Public Health**

Name of host organisation	International Telecommunication Union
Internship Coordinator	Florence Tunzi
Address	Telecommunication Standardization Bureau International Telecommunication Union Place des Nations 1211 Geneva 20 Switzerland
Homepage	<a href="http://www.itu.int/ITU-T/go/sg16">http://www.itu.int/ITU-T/go/sg16</a>

### Placement Offer

Dates/duration	01.11.2016 – 30.04.2017, 6 months
Supervisor	Simão Campos
Detailed description of the internship project(s); tasks assigned	<p>E-health and m-health (mobile health) standardization have been in the agenda of many international organizations. ITU is keenly working in this area and would benefit from a gap analysis in particular for the m-health field. This gap analysis would aim at identifying standardization opportunities in the short, mid and long term to be pursued by the ITU membership in cooperation with the World Health Organization (WHO) and other international standards development organizations (SDOs).</p> <p>This gap analysis and action plan will be documented in the format of an online report.</p> <p>Tasks foreseen for the development of this gap analysis and action plan include:</p> <ul style="list-style-type: none"> <li>• Identification of key stakeholders</li> <li>• Study main lines of standardization activities of selected stakeholders, identifying their accomplished projects and current ongoing projects.</li> <li>• Develop a basic overlap analysis, identify areas where standards are missing</li> <li>• Draft a strategy to foster standardization in the areas where standardization is missing</li> <li>• Organize a global ITU workshop including key stakeholders, in particular industry, ICT ministries, health ministries, and other SDOs.</li> </ul>
Training components and learning elements	<ul style="list-style-type: none"> <li>• Online reading materials for reinforcement of basic skills (see "<i>Additional skills/requirements</i>" below)</li> <li>• Bibliographic research, briefings with ITU and WHO staff</li> <li>• Attending related technical standards development meetings; discussions with subject matter experts</li> </ul>
Participation in missions or training courses	As needed. It is expected that the majority of activities will be based in Geneva, CH.
Additional comments	Candidates are expected to be able to work with a high degree of independence Knowledge of ICTs and standardization will be an advantage

**CARLO SCHMID PROGRAMME**  
 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS  
 PLACEMENT OFFER 2016/2017

**Reference No.: ITU1, Genf – International Public Health**

### Required Qualifications

Academic qualification (student, B.A., M.A.)	Masters
Subjects	International public health background with previous knowledge of standardization in the ICT field
Language Skills	English; French is an advantage for communication with local staff
Computer literacy	Proficient with Microsoft Office suite and use of Windows operating system Outstanding research capability using online resources
Internship-related experiences	Work experience in an international, multi-cultural environment Independent work and excellent synthetic abilities.
Additional skills/requirements	For the efficient performance of the tasks above, candidates should be acquainted with the following topics prior to the start of the internship: <ul style="list-style-type: none"> <li>• Use of ICTs in the context of health systems, including mobile technologies</li> <li>• Basic understanding of technologies and issues concerning: e-health; telemedicine; personal health devices; mobile networks</li> <li>• Familiarity with ICT standards: what they are, function, importance, development process</li> </ul>

**CARLO SCHMID PROGRAMME**  
 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS  
 PLACEMENT OFFER 2016/2017

**Reference No.: MRG1, London - Fundraising Department**

Name of host organisation	Minority Rights Group International (MRG)
Internship Coordinator	Giulia Di Mattia
Address	54, Commercial Street, LONDON, E16LT, United Kingdom
Homepage	<a href="http://www.minorityrights.org">www.minorityrights.org</a>

**Placement Offer**

Dates/duration	01.09.2016 – 28.02.2017, 6 months
Supervisor	Giulia Di Mattia
Detailed description of the internship project(s); tasks assigned	To support the work of MRG's Fundraising Department. Tasks to be assigned involve: researching funding opportunities and donors, work with the Program and Finance Teams to design projects and budgets to respond to identified funding opportunities, write quality proposals for funding to donors, manage the tools used across the department to track payments, report to donors etc. In 2016/17, MRG continues to diversify its sources of income through the implementation of a new strategy around Trusts and Foundations and Individual sources. Our intern will work closely with the Head of Fundraising on this specific project.
Training components and learning elements	Our intern will gain an extensive knowledge of fundraising techniques ranging from donors' priorities to writing quality proposals. Furthermore, the intern is expected to gain additional skills in projects and budgets design.
Participation in missions or training courses	In-house training opportunities organized at MRG can be open to interns. The content of these opportunities vary greatly from one year to another but have included project design, time management etc. Interns also have the opportunities to attend events organized by our partners in London as well as seminars organized by MRG.
Additional comments	

**CARLO SCHMID PROGRAMME**  
FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS  
PLACEMENT OFFER 2016/2017

**Reference No.: MRG1, London - Fundraising Department**

### **Required Qualifications**

Academic qualification (student, B.A., M.A.)	BA
Subjects	International Development, Human Rights, NGO Management, Social Sciences, Humanities
Language Skills	Excellent knowledge of English. A good knowledge of Spanish or French will definitely be a plus.
Computer literacy	Proficient in the MS office. Knowledge of database and mail merging would be a plus.
Internship-related experiences	N/A
Additional skills/requirements	Excellent writing skills Attention to detail Ability to prioritise Proactive and motivated Lots of initiative, problem solving Capable to work well under pressure. Team player Interested in minority rights.

**CARLO SCHMID PROGRAMME**  
FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS  
PLACEMENT OFFER 2016/2017

**Reference No.: NATO1, 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	<a href="http://www.nato.int">http://www.nato.int</a>

### Placement Offer

Dates/duration	01.01.2017 – 30.06.2017, 6 months  <b>Please note: starting date may vary; internship may only be started after reception of security clearance!</b>
Supervisor	Mr Patrick Touze NATO Headquarters, Defence Investment Division Head, Policy, Plans, and Partnerships Section
Detailed description of the internship project(s); tasks assigned	The intern will be requested to support work on facilitating new multinational capability cooperation efforts.  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.  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.
Training components and learning elements	Project development and negotiating in a multinational environment. Applying business development and entrepreneurial activities within the constraints of a multinational bureaucracy. Intercultural communications. Conceptual thinking combined with practical implementation.
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.

**CARLO SCHMID PROGRAMME**  
 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS  
 PLACEMENT OFFER 2016/2017

**Reference No.: NATO1, Brüssel - Policy, Plans, and Partnerships Section**

The intern will return back home with the invaluable experience of having contributed to clearly identifiable, high visibility outcomes for the NATO.

**Required Qualifications**

Academic qualification (student, B.A., M.A.)	Minimum academic requirement: B.A., preferably M.A.  Intern MUST be enrolled in graduate programme for the duration of the internship!
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	Internships in other international organisations would be appreciated.
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 2016/2017

**Reference No.: NATO2, Brüssel - Intelligence, Surveillance and Reconnaissance Unit**

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

### Placement Offer

Dates/duration	01.01.2017 – 30.06.2017, 6 months  <b>Please note: starting date may vary; internship may only be started after reception of security clearance!</b>
Supervisor	Mr Robert Murray NATO Headquarters, Defence Investment Division Head, Intelligence, Surveillance and Reconnaissance Unit
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/she will work as a staff member within an international team with a view to developing a strategic communications campaign in support of the programme. This plan should address various target audiences inside and outside NATO.  More background information about the JISR programme can be found on the NATO web site: <a href="http://www.nato.int/cps/po/natohq/topics_111830.htm">http://www.nato.int/cps/po/natohq/topics_111830.htm</a>  The intern will be given important responsibilities in relation management of international stakeholders from nations, military commands and industry. In particular, he/she will prepare materiel (presentations, reports, publications) as part of the strategic communications campaign. Particular attention will be paid to outreach towards senior level audiences in the political and military sphere.
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.
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 been a member of an international team of experienced, high-performance professionals

**CARLO SCHMID PROGRAMME**  
 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS  
 PLACEMENT OFFER 2016/2017

**Reference No.: NATO2, Brüssel - Intelligence, Surveillance and Reconnaissance Unit**

	working on a high-visibility programme for the Alliance.
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### Required Qualifications

Academic qualification (student, B.A., M.A.)	Minimum academic requirement: B.A., preferably M.A. Intern MUST be enrolled in graduate programme for the duration of the internship!
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 2016/2017

**Reference No.: NATO3, 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	<a href="http://www.nato.int">www.nato.int</a>

### Placement Offer

Dates/duration	01.03.2017 – 31.08.2017, 6 months  <b>Please note: starting date may vary; internship may only be started after reception of security clearance!</b>
Supervisor	Mr. Fabrice Pothier, 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"> <li>• Provide research support to the policy advisors, including assisting in the preparation of policy papers for the Secretary General;</li> <li>• Draft programmes and background papers for events organised by PPU;</li> <li>• Attend committee meetings and brief unit on Allies' positions and key points;</li> <li>• Monitor speeches of stakeholders and publications of think tank on topics of interest for PPU and the Office of the Secretary General;</li> <li>• Synthesize and summarize articles;</li> <li>• Maintain a database of facts and figures on trends in global politics and the economy;</li> <li>• Being a full member of the team, the intern will actively be participating and contributing to staff meetings;</li> <li>• Many more...</li> </ul>
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.

**CARLO SCHMID PROGRAMME**  
 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS  
 PLACEMENT OFFER 2016/2017

**Reference No.: NATO3, Brüssel - Policy Planning Unit**

### 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 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.

**CARLO SCHMID PROGRAMME**  
 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS  
 PLACEMENT OFFER 2016/2017

**Reference No.: NATO4, Brüssel - Research on Legal Issues**

Name of host organisation	NATO HQ Brussels – Office of Legal Affairs
Internship Coordinator	Ms Antoaneta Boeva
Address	Office OA 304, NATO HQ, blv Leopold III, 1110 Brussels Belgium
Homepage	www.nato.int

**Placement Offer**

Dates/duration	01.03.2017 – 31.08.2017, 6 months  <b>Please note: starting date may vary; internship may only be started after reception of security clearance!</b>
Supervisor	Mr. Steven Hill, Legal Adviser and Director, Office of Legal Affairs
Detailed description of the internship project(s); tasks assigned	<p>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:</p> <ul style="list-style-type: none"> <li>- Research and drafting on questions of law and procedure relating to negotiations of agreements, MOUs and other binding instruments of international law;</li> <li>- 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;</li> <li>- Assisting with research on issues relating to private and public law transactions;</li> <li>- Claims and disputes (internal, commercial, and operational);</li> <li>- 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;</li> <li>- Attending committee and working group meetings, taking notes, writing reports, helping prompt follow-up research and coordination of the legal work or advice.</li> </ul>
Training components and learning elements	<ul style="list-style-type: none"> <li>- 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.</li> </ul> <p>No formal training offered to interns, except language training at reduced prices (see below)</p>
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

**CARLO SCHMID PROGRAMME**  
 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS  
 PLACEMENT OFFER 2016/2017

**Reference No.: NATO4, Brüssel - Research on Legal Issues**

### 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"> <li>- Experience with legal research on topics of international public law</li> <li>- Experience in an International Organization or European Institution</li> <li>- Experience in an NGO, in a relevant capacity and area</li> <li>- Experience in a national administration (preferably MFA or MOD)</li> <li>- (alternatively) a proven record of high-level research in Public International Law and other relevant areas</li> </ul>
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 2016/2017

**Reference No.: NATO05, Brüssel - Political Affairs and Security Policy Division**

<b>Name of host organisation</b>	NATO Headquarters/Political Affairs and Security Policy Division
<b>Internship Coordinator</b>	Yesim Yenersoy/Celine Shakouri-Dias (or Gabi Appel from ACCS)
<b>Address</b>	NATO HQ, EM HR MOS AA 102 Boulevard Leopold III B-1110 Brussels Belgium
<b>Homepage</b>	www.nato.int

### Placement Offer

<b>Dates/duration</b>	01.02.2017 – 31.07.2017, 6 months  <b>Please note: starting date may vary; internship may only be started after reception of security clearance!</b>
<b>Supervisor</b>	William Alberque, Head of ACCS
<b>Detailed description of the internship project(s); tasks assigned</b>	<p>Interns are asked to become full-fledged team members with real responsibility. The tasks include working on all aspects of NATO's cooperation on small arms and light weapons (SALW) and mine action (MA) efforts, including support of the Euro-Atlantic Partnership Council's (EAPC) Ad Hoc Working Group (AHWG) on SALW and MA.</p> <p>Includes supporting annual and other meetings on the EAPC AHWG, working to extend this work beyond current partners to nations across the world, keeping up to date on the latest developments in the Arms Trade Treaty and the UN Program of Action on SALW; liaise with other NATO organizations involved in SALW work, and support the NATO School courses on SALW topics.</p> <p>Other tasks include support to NATO's efforts related to arms control and disarmament, attending and summarizing committees of critical importance to ACCS, and otherwise remaining flexible and readily responsive in a fast-paced and dynamic work environment.</p>
<b>Training components and learning elements</b>	Writing, coordination, international security assistance, international development, arms control
<b>Participation in missions or training courses</b>	Potential for participation in training courses in Oberammergau, Geilenkirchen (ZvBW), or Switzerland on SALW. Limited opportunities for missions outside of established courses.
<b>Additional comments</b>	

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 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS  
 PLACEMENT OFFER 2016/2017

**Reference No.: NATO5, Brüssel - Political Affairs and Security Policy Division**

**Required Qualifications**

<b>Academic qualification (student, B.A., M.A.)</b>	Minimum B.A.
<b>Subjects</b>	International Affairs, security policy, military affairs, multilateral affairs, international organizations, war studies, peace studies, conflict recovery.
<b>Language Skills</b>	Requires fluent English and at least basic French.
<b>Computer literacy</b>	Requires full ability to use computers and the Microsoft Office suite.
<b>Internship-related experiences</b>	Requires previous internship experience in either a Ministry of Foreign Affairs or Defense, or an international organization, a regional organization (OSCE, UN, EU, OAS, ASEAN, IAEA, CTBTO), or a non-governmental organization on security or SSR topics (e.g., Stimson Centre, CSIS, Small Arms Survey, GSCP, Saferworld).
<b>Additional skills/requirements</b>	<p>Must be able to write clearly, intelligently, and quickly, providing clear meeting summaries, analyses, and policy recommendations, as required.</p> <p>Must be able to speak clearly and effectively in one-on-one meetings and large-format events.</p> <p>Should be able to plan, organize and execute meetings, workshops, and other events, including invitations, coordination of speakers, agendas, speaking notes, speeches, and liaising with other organizations and national delegations.</p>

**CARLO SCHMID PROGRAMME**  
FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS  
PLACEMENT OFFER 2016-2017

**Reference No.: NATO06, Brüssel - Russia and Ukraine Relations**

Name of host organisation	NATO HQ
Internship Coordinator	Yesim Yenersoy / Celine Shakouri-Dias
Address	NATO HQ, EM HR MOS AA 102 NATO HQ, Boulevard Leopold III, B-1110 Brussels Belgium
Homepage	www.nato.int

### Placement Offer

Dates/duration	01.01.2017 – 30.06.2017, 6 months  <b>Please note: starting date may vary; internship may only be started after reception of security clearance!</b>
Supervisor	Rados Stefanova, Head Russia and Ukraine Relations, PASP
Detailed description of the internship project(s); tasks assigned	The intern is a full-time member of the RUUK team and particulates actively in all its work. Specifically, he/she will: <ul style="list-style-type: none"> <li>➤ attend relevant committee meetings (NAC, PC, PSCS, NUC, NGC, EAPC, ADNC, HLTF) meetings, and report on issues relevant to RUUK;</li> <li>➤ write up analytical memos on current events in Russia and Ukraine and NATO's policy;</li> <li>➤ assist the responsible RUUK action officer with on-going research, including by monitoring open-source information on Ukraine and Russia;</li> <li>➤ assist the responsible action officer in drafting speaking notes, decision sheets, and other documents relevant to the work of the section;</li> <li>➤ assist in on-going work related to the implementation of the new Trust Funds for Ukraine;</li> <li>➤ assist in delivering or deliver briefings on NATO-Russia and NATO-Ukraine relations to visitor groups;</li> <li>➤ attend relevant conferences and seminars held by NATO or other organisations or think-tanks on relevant subjects.</li> </ul>
Training components and learning elements	The intern will be exposed to activities which will allow him/her to gain insight knowledge of NATO's decision-making mechanisms, in particular in relation to Russia and Ukraine. He/She will also witness first hand the development of NATO's policy towards Russia and Ukraine, the implementation of NATO's distinctive partnership towards Ukraine, and the discussions stemming from the suspension of cooperation with Russia. He/She will also learn how to prepare policy documents for use by NATO, as well as how to present NATO's current relations with Russia and Ukraine to outside audiences.
Participation in missions or training courses	When necessary, the intern may be sent to missions of importance to RUUK.
Additional comments	This is a very good opportunity for a recent graduate student with knowledge

**CARLO SCHMID PROGRAMME**  
FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS  
PLACEMENT OFFER 2016-2017

**Reference No.: NATO6, Brüssel - Russia and Ukraine Relations**

	of and experience in Russian and Ukraine affaires, as well as NATO and security policy.
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### Required Qualifications

Academic qualification (student, B.A., M.A.)	EITHER a BA/BS in international relations/political science, with an emphasis on Russia, Ukraine, Eastern Europe, and security/strategy studies, followed by several years of relevant experience OR – preferably – an MA degree in international relations/political science, with a specialization in security, Russia, Ukraine, Eastern Europe. A few years of experience are an advantage.
Subjects	Russia and Ukraine – all aspects (foreign, domestic, regional); Security Studies with a good knowledge of NATO's current priorities, Nuclear Non-Proliferation, Arms Control and Disarmament, Energy Security.
Language Skills	A good working knowledge of Russian and/or Ukrainian is a definite advantage. Good working knowledge of French is also an advantage.
Computer literacy	Standard office skills. Advanced website search skills are an advantage
Internship-related experiences	The intern will be exposed to a unique working environment at NATO, which would allow him/her to learn new and specific useful for policy work in major international organizations.
Additional skills/requirements	Excellent English writing skills are a must. Team work, ability to work in an international environment, ability to work long and flexible hours, when necessary.

**CARLO SCHMID PROGRAMME**  
 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS  
 PLACEMENT OFFER 2016/2017

**Reference No.: NATO7, Brüssel - Energy Security Section**

Name of host organisation	NATO
Internship Coordinator	Yesim Yenersoy
Address	NATO HQ, EM HR MOS AA 102 NATO HQ, Boulevard Leopold III, B-1110 Brussels Belgium
Homepage	www.nato.int

**Placement Offer**

Dates/duration	01.02.2017 – 31.07.2017, 6 months  <b>Please note: starting date may vary; internship may only be started after reception of security clearance!</b>
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"> <li>• Contribute to policy papers on energy and environmental security;</li> <li>• Support the organisation of events (e.g. roundtables and conferences on energy and environmental security);</li> <li>• Provide input for briefing packages for the leadership of the Division and other high-ranking NATO officials;</li> <li>• 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).</li> </ul>
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	In addition, the incumbent can enrol in the language training courses offered via NATO's Internship programme. Missions are initially not foreseen, but can

**CARLO SCHMID PROGRAMME**  
 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS  
 PLACEMENT OFFER 2016/2017

**Reference No.: NATO7, Brüssel - Energy Security Section**

	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.

**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, would be appreciated.
Computer literacy	The fellow must be able to use standard PC functions. Knowledge of presentation programmes (e.g. PowerPoint) would be desirable.
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 2016/2017

**Reference No.: OAS1, 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
Address	1889 F Street NW Washington, D.C. 20006 USA
Homepage	<a href="http://www.oas.org">www.oas.org</a> ; <a href="http://www.oas.org/OpenGovFellowship">www.oas.org/OpenGovFellowship</a>

## Placement Offer

Dates/duration	01.09.2016 – 31.12.2016, 4 months
Supervisor	Matthias Jaeger, Project Coordinator, The OAS Fellowship on Open Government
Detailed description of the internship project(s); tasks assigned	<p>The Organization of American States (<a href="http://www.oas.org">www.oas.org</a>) 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" (<a href="http://www.oas.org/OpenGovFellowship">www.oas.org/OpenGovFellowship</a>). 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"> <li>- Participation in the pre-selection and selection of the next generation of fellows, from an expected 1,000+ applications from all over the Americas</li> <li>- Participation in the design of the agenda for two seminars (in May in the US and in November in Latin America)</li> <li>- Independently conducting parts thereof, such as moderating workshops, breakout sessions, etc.</li> <li>- Participate in the program's online course on Open Government Strategies in Latin America, together with the fellows, help conduct discussions and make suggestions for the improvement of the course for future editions of the program.</li> <li>- Assisting with all parts of the seminar preparations, such as venue research, logistics, identification and invitation of speakers, writing session scripts, briefing speakers, etc.</li> <li>- Internal and external communication of the program</li> <li>- Independently developing a long-term communication strategy for the program, in particular regarding social media, Web activities, etc.</li> <li>- Contribute to the further conceptual development of the Fellowship program</li> <li>- Participate in fundraising and partnership management activities carried out</li> </ul>

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 PLACEMENT OFFER 2016/2017

**Reference No.: OAS1, Washington D.C. - OAS Fellowship on Open Government**

	by the Program Coordinator -
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.
Additional comments	---

### Required Qualifications

Academic qualification (student, B.A., M.A.)	Minimum requirement B.A., M.A. 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 will 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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 PLACEMENT OFFER 2016/2017

**Reference No.: OECD1, 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	01.09.2016 – 28.02.2017, 6 months
Supervisor	
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"> <li>- contributing to programming of items for review by Council and bodies directly subsidiary to it;</li> <li>- participating in the reviewing of documents for transmission to these bodies;</li> <li>- contributing to the preparation of briefs and annotations to the agendas, of speaking points, and reports on meetings and summary records;</li> <li>- maintaining contacts with Member countries Delegations and Secretariat colleagues throughout the Organisation;</li> <li>- drafting other notes and proposals on issues of interest to the Council and subsidiary bodies, as required;</li> <li>- attending meetings of the governing and substantive bodies of the Organisation and</li> </ul>

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**Reference No.: OECD1, Paris - Council and Executive Committee Secretariat**

	<p>draft summaries of the discussion;</p> <p>- carrying out other tasks as required, including help with the preparation and running of meetings.</p>
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	<p><u>Benefits of the internship:</u> This internship provides an <u>insight into the governance structures, management and overall functioning of an international organisation</u>, as 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>

## 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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 PLACEMENT OFFER 2016/2017

**Reference No.: OECD2, Paris - Public Governance and Territorial Development Directorate**

Name of host organisation	OECD (Organisation for Economic Co-operation and Development)
Internship Coordinator	Catherine Gamper
Address	Public Governance and Territorial Development 2, Rue André-Pascal 75775 Paris CEDEX 16 France
Homepage	<a href="http://www.oecd.org/gov/risk">www.oecd.org/gov/risk</a>

## Placement Offer

Dates/duration	01.09.2016 – 28.02.2017, 6 months
Supervisor	Dr. Catherine Gamper, Economist OECD Risk Management Team
Detailed description of the internship project(s); tasks assigned	<p><u>Background to the project work:</u>          The OECD's mission – Better Policies for Better Lives – promotes policies that will improve the economic and social well-being of people around the world. It provides a unique forum in which governments work together to share experiences on what drives economic, social and environmental change, seeking solutions to common problems.</p> <p>The OECD supports countries to promote good governance in the public sector. The key objective of the Public Governance and Territorial Development (GOV) Directorate is to assist OECD member and non-member countries to build more strategic, agile and action-oriented public sectors that improve the functioning of national economies and support growth. Within GOV, the OECD's Risk Management Team analyses public policies, tools and practices of governments to address major disaster risks. The OECD countries are significantly exposed to the disrupting impacts of large-scale disasters, with economic damages amounting to over USD 1.5 trillion over the last decade. Through the sharing of country experiences, the team develops analyses to draw out criteria for the effective governance of large scale risks and disasters. The work of the Risk Management Team is discussed at and guided by the OECD High Level Risk Forum, which is a venue for senior policy makers and executives from key industries to advance the international policy agenda for building resilience to large scale risks. The Forum set forth principles and best practices in risk management for OECD Member countries. A recent crucial achievement of this work was the approval of an OECD Recommendation on the Governance of Critical Risks at the annual OECD Ministerial Council Meeting in May 2014. The team is therefore invested in implementing the Recommendation, in contributing to the core goals of governments to provide safer and better lives, and in helping countries to take better advantage of globalisation by identifying strategies to reduce associated risks.</p> <p><u>Objectives of the internship:</u>          The candidate will carry out economic research and policy analysis for the preparation of thematic reports on various disaster risk management topics, such as risk prevention, risk communication, managing contingent liabilities for public budgets, and governing critical infrastructure resilience. The candidate will contribute to the team's country review work on a needs basis. The OECD carries out country reviews regularly to conduct an in-depth assessment of a country's risk management policies. The lessons-learned from these country experiences are used to develop criteria for managing large-scale risks.          The tasks of the internship will include but are not necessarily restricted to:</p> <p>OECD Risk Management Outlook:</p> <ul style="list-style-type: none"> <li>• Conduct economic research and policy analysis to prepare the evidence base and draft texts for the core chapters as well as country fact sheets for this OECD flagship publication</li> <li>• Support the development, coordination and analysis of the country survey</li> <li>• Support the coordination of inputs, the integration of comments and the publication process</li> </ul>

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**Reference No.: OECD2, Paris - Public Governance and Territorial Development Directorate**

	<p>Cross-country thematic studies:</p> <ul style="list-style-type: none"> <li>• Contribute to the economic research and policy analysis, the development of analytical frameworks and questionnaires for the risk team's major thematic projects (for example a global study on managing contingent liabilities from disasters or a study on improving the governance of critical infrastructures);</li> <li>• Prepare fact finding missions to discuss survey results and complement information required to conduct the economic and policy analysis</li> <li>• Draft case study and synthesis reports comparing policies, achievements and challenges across countries, based on which the task is to formulate policy recommendations;</li> <li>• Contribute to dissemination work;</li> </ul> <p>Contribute to overall deliverables of the risk unit:</p> <ul style="list-style-type: none"> <li>• Contribute to briefing requests and other communication pieces;</li> <li>• Support the organization of regular meetings such as the annual High Level Risk Forum;</li> <li>• Support the overall communication of the risk unit's work, through websites, blogs and policy briefs, etc.</li> </ul>
Training components and learning elements	<p>The candidate will be exposed to the multitude of conferences and seminars organised at the OECD by the Public Governance Directorate, but also all other working areas of the organisation.</p> <p>The candidate will equally have the opportunity to participate in internally offered learning courses (for example for specific classes in statistical analysis or statistical software programmes, but equally for language courses or courses to improve policy writing skills).</p>
Participation in missions or training courses	<p>The team has regular missions to carry out. The candidate could, upon internal needs and skills of the candidate, be asked to participate in official OECD missions.</p>
Additional comments	

## Required Qualifications

Academic qualification (student, B.A., M.A.)	Advanced university degree, or equivalent, in economics, law, political science, public management/administration or other relevant specialisation for the position.
Subjects	The internship is an ideal opportunity for economists, political science or public policy students with a mixed qualitative and quantitative background, currently conducting their postgraduate (master's or PhD) studies, and seeking an experience working in an international organization.
Language Skills	The preferred second language is FRENCH or Spanish, as this is our organisation's official language next to English.
Computer literacy	Familiarity working with data (demonstrated through experience working with Microsoft Excel, Stata, EViews or other statistical software packages)
Internship-related experiences	<ul style="list-style-type: none"> <li>• Demonstrated interest in research in public policy, public economics, ideally with an interest in disaster risk management</li> <li>• Familiarity working with data (demonstrated through experience working with Excel, Stata, EViews or other statistical software packages)</li> <li>• Fluency in English.</li> <li>• Demonstrated drafting skills in English.</li> <li>• Ability to work in a multi-cultural, international work environment, with the necessary communication skills to engage with actors from diverse backgrounds.</li> </ul>
Additional skills/requirements	

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**Reference No.: OECD3, Paris – Development Cooperation Directorate**

Name of host organisation	OECD Development Cooperation Directorate (DCD), Director's Office (DO)
Internship Coordinator	Simon Scott, Senior Counsellor, Director's Office
Address	2, Rue Andre Pascal 75775 Paris CEDEX 16
Homepage	www.oecd.org

**Placement Offer**

Dates/duration	01.09.2016 – 28.02.2017, 6 months
Supervisor	Simon Scott
Detailed description of the internship project(s); tasks assigned	<p>Support for innovative, strategic and forward-looking work on re-imagining development and development cooperation</p> <p>The Director's Office in the Development Cooperation Directorate provides strategic foresight and guidance on development and development cooperation. Specific workstreams the Director's office is working on include:</p> <ul style="list-style-type: none"> <li>• The development contribution to the 2030 Sustainable Development Agenda</li> <li>• DAC Development Cooperation Reports (i.e. the DAC flagship publication)</li> <li>• DAC Development Debates with leading thinkers</li> <li>• OECD Global Fora on Development</li> </ul> <p>Work in the Director's Office is very high-profile and involves co-operation across the OECD (other OECD directorates and policy communities) and beyond the OECD (UN, EC, IFIs, research community, international NGOs ...). The OECD Secretary-General has personally committed the Organisation to work with the UN and for the UN on implementing the 2030 Sustainable Development Agenda and the Development Co-operation Directorate is a hub for this work.</p> <p>The Carlo-Schmid-scholar will contribute to conceptualising, drafting and co-ordinating OECD/DAC/DCD papers and products of these different workstreams. The work will include</p> <ul style="list-style-type: none"> <li>• monitoring the international academic and policy debate on relevant issues</li> <li>• analysing and summarising relevant documents as well as academic literature</li> <li>• liaising with colleagues within and outside of OECD</li> <li>• drafting / revising papers and briefing notes.</li> </ul>
Training components and learning elements	Plenty of opportunities
Participation in missions or training courses	Ample opportunities, including to UN.
Additional comments	

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 PLACEMENT OFFER 2016/2017

**Reference No.: OECD3, Paris – Development Cooperation Directorate**

### Required Qualifications

Academic qualification (student, B.A., M.A.)	M.A.
Subjects	International relations, (development) economics, political / administrative / social sciences
Language Skills	- very good knowledge of English
Computer literacy	- knowledge of standard software (word, Powerpoint ...) - familiarity with social media
Internship-related experiences	- familiarity with and interest in IR / development cooperation - very good analytical capacities - very good drafting skills - strong interpersonal and team-player skills - capacity to work effectively under time pressure
Additional skills/requirements	- candidates with an intrinsic motivation to do research and provide policy advice will be best qualified for the job - experience in development cooperation on the ground ("field experience") is always an asset when working in development cooperation

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 PLACEMENT OFFER 2016/2017

**Reference No.: OECD4, Paris - Information Economist / Policy Analyst**

Name of host organisation	Organisation for Economic Co-operation and Development
Internship Coordinator	Dr. Chiara Criscuolo Senior Economist Directorate for Science, Technology and Innovation
Address	2 rue André Pascal 75016 Paris FRANCE
Homepage	<a href="http://www.oecd.org">www.oecd.org</a>

**Placement Offer**

Dates/duration	01.09.2016 – 28.02.2017, 6 months
Supervisor	Dr. Chiara Criscuolo
Detailed description of the internship project(s); tasks assigned	<p>The intern will be contributing to two high-profile OECD projects:</p> <ul style="list-style-type: none"> <li>• <i>Dynemp</i> - 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. (<a href="http://www.oecd.org/sti/dynemp.htm">http://www.oecd.org/sti/dynemp.htm</a>)</li> <li>• <i>Multiprod</i> - evidence on the relationship between policy and market conditions on productivity distributions, and the relationship with other important economic variables (i.e. wage inequality). (<a href="http://www.oecd.org/sti/Flyer_Multiprod.pdf">http://www.oecd.org/sti/Flyer_Multiprod.pdf</a>)</li> </ul> <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 Germany in the project. S/he will be responsible for the implementation of the code, in cooperation with DESTATIS.</p> <p>The intern will also be involved in one or more of the analytical outputs from the projects, working in close collaboration with Dr. Criscuolo and colleagues. Possible areas include:</p> <ul style="list-style-type: none"> <li>• <i>“Growth at the frontier and diffusion to laggards”</i>. This will seek to identify firms at the ‘frontier’ – the best performers - and understand how they differ across countries, what drives their performance, and how much they contribute to aggregate productivity growth; and relate their performance to the performance of laggard firms with the aim to identify policy and market factor which affect the extent of diffusion, and how this affects productivity growth within countries.</li> <li>• <i>“The link between productivity dispersion and wage inequality and the role of policies”</i>. Much of the increases in wage inequality of individuals can be attributed to increases in the wage dispersion between rather than within firms. At the same time, there appears to be a positive relationship between</li> </ul>

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**Reference No.: OECD4, Paris - Information Economist / Policy Analyst**

	<p>productivity and wage dispersion. This work will contribute to this literature by shedding further light on the nature of wage inequality and the components that drive the increase in dispersion in a cross country setting.</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).</p>
Training components and learning elements	<ul style="list-style-type: none"> <li>- Access to unique and innovative databases, developed over the course of a number of years.</li> <li>- Opportunity to interact with Dr. Criscuolo and a team of leading economists in the field.</li> <li>- Opportunity to build relations with experts from OECD member countries.</li> <li>- Opportunity to work in an international organisation and contribute to the policy agenda.</li> <li>- Opportunities for on-the-job training.</li> </ul>
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	

### Required Qualifications

Academic qualification (student, B.A., M.A.)	Minimum required of Master's degree qualification, with research experience.
Subjects	<ul style="list-style-type: none"> <li>- Economics, with a solid background in micro-econometrics</li> <li>- Some experience with structural, microeconomic policy issues, notably related to productivity and/or firm dynamics</li> <li>- Experience/demonstrable interest in policy research analysis</li> </ul>
Language Skills	Very good knowledge of English, written and oral.
Computer literacy	<ul style="list-style-type: none"> <li>- Programming in STATA, R or related analytical tools. SAS would be an asset.</li> <li>- Programming and database management tools - i.e. SQL</li> </ul>
Internship-related experiences	
Additional skills/requirements	Demonstrated ability to operate in multicultural environments.

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**Reference No.: OECD5, Paris - Household Statistics and Progress Measurement**

Name of host organisation	OECD
Internship Coordinator	Romina Boarini Head of Section Household Statistics and Progress Measurement Statistics Directorate
Address	2 Rue André Pascal, 75016 Paris France
Homepage	<a href="http://www.oecd.org">www.oecd.org</a>

### Placement Offer

Dates/duration	01.09.2016 – 28.02.2017, 6 months
Supervisor	Romina Boarini
Detailed description of the internship project(s); tasks assigned	The intern will work on a project <b>to develop an integrated model of well-being</b> . The model will build on Karacouglu (2015) which generalises an endogenous growth model including sustainable development and current well-being elements. The intern will be asked to adapt the model to the OECD well-being framework and to calibrate it on individual-level and macroeconomic data for specific OECD economies.
Training components and learning elements	The intern will be trained with OECD methodology and tools on well-being. S/he will be confronted with a challenging task where s/he will develop advanced quantitative skills and learn to analyse data. The intern will also have the opportunity to take French language classes.
Participation in missions or training courses	The intern may be encouraged to take STATA and SAS classes at the OECD. The intern will also have numerous opportunities to engage with experts the field of measuring well-being and related topics, both in internal OECD meetings and in conferences with an international focus.
Additional comments	

### Required Qualifications

Academic qualification (student, B.A., M.A.)	MA
Subjects	Economics, Econometrics
Language Skills	English
Computer literacy	High
Internship-related experiences	
Additional skills/requirements	Strong quantitative and modelling skills will be an asset, so will be experience with microdata.

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PLACEMENT OFFER 2016/2017

**Reference No.: OECD6, Paris - Global Relations Secretariat**

Name of host organisation	OECD – Organisation for Economic Co-operation and Development, Paris
Internship Coordinator	Carlos Conde, Head of MENA Division
Address	2, rue André Pascal 75775 Paris Cedex 16 France
Homepage	<a href="http://www.oecd.org">www.oecd.org</a>

### Placement Offer

Dates/duration	01.09.2016 – 28.02.2017, 6 months
Supervisor	Dr. Klaus Hachmeier
Detailed description of the internship project(s); tasks assigned	<ul style="list-style-type: none"> <li>- The Intern will be assisting various programmes of the MENA Programme, which is currently active in 18 MENA (= Middle East and North Africa) economies. The Programme also supports the transition process in the G7 Deauville Partnership countries (Egypt, Jordan, Libya, Morocco, Tunisia, Yemen).</li> <li>- The MENA Programme is primarily active in the areas of investment policy and governance. Activities in the field in investment include: (a) better investment policy, (b) promoting entrepreneurship and SME development, (c) enhancing business integrity and corporate governance, (d) women in the economy. In the field of governance, OECD works in MENA countries, amongst others, to strengthen countries' initiatives on integrity, citizen's engagement, the rule of law, and e-government.</li> <li>- In addition, MENA countries participate in various OECD committees (e.g. on investment, tourism, education, fiscal affairs) and adhere to certain OECD instruments, such as the Declaration on Aid Effectiveness and the Declaration on international Investment and Multinational Enterprises.</li> <li>- We are seeking an intern with a strong macroeconomic profile who is also familiar with the economics of developing countries. The intern would assist the program managers to develop economic profiles of MENA countries and the region. In close coordination with the supervisor, he would also be asked to contribute notes or shorter papers on economic issues relating to the MENA region, e.g. on trade, investment, fiscal policy, labour market. For this, he would draw on OECD publications and his own research.</li> <li>- As the focus of our work is on developing policy recommendations in dialogue with actors, mostly governmental, from the MENA countries, the intern would also be asked to assist in ongoing programme activities. This would include tasks such as helping in organising events, coordinate participation, prepare meeting agenda, presentation and talking points, and reporting, including communication over the web.</li> <li>- The intern will also be encouraged to get to know and actively contribute to OECD research in areas related to the MENA Programme such as Investment Policy, SME Policy, Industrial Policy.</li> </ul>
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 technical and social skills and language training. The intern will have access to the full range of OECD training.

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**Reference No.: OECD6, Paris - Global Relations Secretariat**

Participation in missions or training courses	The intern will be encouraged to attend sessions of working groups and workshops which constitute the regular work of the OECD and cover a broad range of economic policy issues. He will also have the opportunity to participate and possibly contribute to the events organised by the MENA-OECD Investment Programme.
Additional comments	

### Required Qualifications

Academic qualification (student, B.A., M.A.)	M.A. preferred, B.A. if highly suitable profile
Subjects	Economics, specialisation on macroeconomics desirable
Language Skills	English, French
Computer literacy	Microsoft Office, ideally some knowledge in statistical programmes
Internship-related experiences	<ul style="list-style-type: none"> <li>- background in economic research or analysis, ideally in public or international organisation (e.g. ministry) or a research institute</li> <li>- contact with MENA region would be an asset</li> </ul>
Additional skills/requirements	<ul style="list-style-type: none"> <li>- knowledge or understanding of economics in developing and emerging countries</li> <li>- team player</li> <li>- open, communicative</li> </ul>

**CARLO SCHMID PROGRAMME**  
 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS  
 PLACEMENT OFFER 2013/2014

**Reference No.: OECD7, Paris – International Energy Agency**

Name of host organisation	International Energy Agency
Internship Coordinator	Dr. Paolo Frankl, Head of Renewable Energy Division
Address	9, rue de la Fédération 75739 Paris Cedex 15 France
Homepage	<a href="http://www.iea.org">www.iea.org</a>

**Placement Offer**

Dates/duration	01.09.2016 – 28.02.2017, 6 months
Supervisor	Dr. Paolo Frankl, RED
Detailed description of the internship project(s); tasks assigned	<p>Tasks:</p> <p>In his/her quality as intern at the Renewable Energy Division the successful candidate is requested to:</p> <ol style="list-style-type: none"> <li>1. Contribute to analysis of renewable energy technologies, including learning rates, efficiency evaluation, and technology costs of various types of renewable energy technologies.</li> <li>2. Provide assistance in IEA efforts to evaluate and report on renewable energy markets and policies current status and future outlook. The principal focus is to provide assistance to the work of the Renewable Market and Policy Analysis and IEA work on Grid Integration of Renewables.</li> <li>3. Contribute to research and analysis of forward-looking scenarios with respect to renewable energies, including their impact on key policy priorities such as security of supply, climate change, and access to energy services.</li> <li>4. Contribute to presentations and internal drafts.</li> </ol> <p><b>Background:</b></p> <p>The Renewable Energy Division produces a couple of publications on renewable energy. The main publication is the Medium-Term Renewable Energy Market Report (MTRMR) that includes projections for the short and medium term-five year horizon-development of renewable energy in main technologies' markets and countries.</p> <p>Another publication is focussing on the Grid Integration of Variable Renewables (GIVAR), and analyses the challenges and opportunities related to the increasing contribution of variable renewable electricity sources in power systems.</p> <p>In addition the work of the Renewable Energy Division feeds into key IEA publications such as the World Energy Outlook and the Energy Technology Perspectives publication.</p>
Training components and learning elements	Work in a team of international experts, broadening experience in energy technology and energy policy, gaining experience in organisation of international meetings and workshops.

**CARLO SCHMID PROGRAMME**  
 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS  
 PLACEMENT OFFER 2013/2014

**Reference No.: OECD7, Paris – International Energy Agency**

Participation in missions or training courses	In general, it is possible for the candidate to participate in OECD training courses (Excel, languages, presentations, etc). Participation in missions is possible. DAAD interns have, on occasion, travelled in the course of their stay at the IEA when needed.
Additional comments	

**Required Qualifications**

Academic qualification (student, B.A., M.A.)	
Subjects	Energy Technologies, Renewable Energy Technologies, Energy Economics, Energy Policy.
Language Skills	
Computer literacy	Computer software in common use. Superior skills in using MS Excel and MS Powerpoint, knowledge of programming languages, including MATLAB is an asset.
Internship-related experiences	An internship in an organisation in the energy sector is of advantage, but not obligatory.
Additional skills/requirements	Strong interest in renewable energy technologies and markets. Willingness to get practical experience in the analysis and evaluation of policies, programmes or initiatives related to renewable energy. Ability to establish and maintain effective working relationships with senior staff of the IEA and experts in the private and public research community. Analytical capabilities, including basic financial analysis, statistics and economic analysis and modelling. Ability to maintain strong and productive relationships with colleagues.

**CARLO SCHMID PROGRAMME**  
FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS  
PLACEMENT OFFER 2016/2017

**Reference No.: OECD8, Paris - Directorate for Education**

Name of host organisation	OECD – Organisation for Economic Co-operation and Development
Internship Coordinator	Paulo Santiago, Senior Policy Analyst Early Childhood and Schools Division Directorate for Education
Address	OECD – Organisation for Economic Co-operation and Development Directorate for Education and Skills 2, rue André-Pascal, 75775 Paris, Cedex 16 France
Homepage	<a href="http://www.oecd.org/edu/school/schoolresourcesreview.htm">www.oecd.org/edu/school/schoolresourcesreview.htm</a>

**Placement Offer**

Dates/duration	01.09.2016 – 28.02.2017, 6 months
Supervisor	Paulo Santiago (project manager) and other team members
Detailed description of the internship project(s); tasks assigned	<p>Within the OECD Directorate for Education, the Carlo Schmid fellow will become part of the team working on the OECD School Resources Review. The Review develops a comparative perspective on how school systems allocate and use resources so that they contribute to achieving quality, equity and efficiency in schooling. The Review responds to the growing interest in the effective use of school resources evident at national and international levels following the global financial crisis.</p> <p>The project will review the relevant academic and policy literature, analyse quantitative and qualitative information, conduct policy review visits in participating countries, draft individual country reports, organise international meetings and prepare a final comparative report. For more information, see our website: <a href="http://www.oecd.org/edu/school/schoolresourcesreview.htm">www.oecd.org/edu/school/schoolresourcesreview.htm</a></p> <p>The appointment will involve the following aspects:</p> <ul style="list-style-type: none"> <li>- Conduct analysis on issues related to resource use in the school sector. This will include analysis of documentary and statistical material, identifying relevant policy issues, and reviewing research evidence.</li> <li>- Prepare a literature review bringing together relevant research and policy examples on a key theme related to school resourcing. Participate in the drafting and editing of substantive documents such as country review reports and analytical papers.</li> <li>- Be a full-fledged member of the project team through participating in international meetings, developing the project's knowledge base and contributing to the communication with member countries.</li> </ul>
Training components and learning elements	<p>The appointment offers a range of opportunities to acquire valuable competencies for a future career in public policy or international affairs. There will be a specific concern to ensure the professional learning of the selected Carlo Schmid Fellow. S/he will:</p> <ul style="list-style-type: none"> <li>- Gain in-depth knowledge on how countries are developing policies to ensure educational quality and equity in a context of growing financial constraints;</li> <li>- Acquire experience in policy analysis, with a specific focus on educational and budgetary reforms;</li> </ul>

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**Reference No.: OECD8, Paris - Directorate for Education**

	<ul style="list-style-type: none"> <li>- Learn about the different steps involved in conducting thematic policy reviews with a cross-country perspective, in close collaboration with member countries;</li> <li>- Develop competencies to synthesise messages so that they are relevant for policy makers;</li> <li>- Integrate a team with vast experience in educational policy analysis and benefit from proper mentoring, support and feedback</li> </ul>
Participation in missions or training courses	The appointment might include representing the team in relevant international and national fora and delivering presentations and papers, if such need arises during the appointment. There is also the possibility of taking specific courses on e.g. statistical analysis, verbal and written communication.
Additional comments	<p>Effectiveness of resource use is high on policy agendas across the OECD. Fiscal pressures related to the global financial crisis, demographic developments influencing the size and composition of student populations and increased parental choice have all contributed to a renewed interest in optimising resource use in education. As countries are seeking to enhance the performance of all students while reducing achievement gaps between different groups, there has been greater focus on ensuring that resources are channelled to where they are most needed. The internship will provide the selected fellow with concrete experience in policy analysis related to both education policy and public budgeting.</p> <p>As part of a previous thematic policy review, we welcomed another Carlo Schmid intern, Thomas Radinger, who described his experience with our team in the following report, page 76-78:  <a href="https://www.daad.de/medien/ausland/dokumente/wege_ins_auslandspraktikum_2013.pdf">https://www.daad.de/medien/ausland/dokumente/wege_ins_auslandspraktikum_2013.pdf</a></p>

**Required Qualifications**

Academic qualification (student, B.A., M.A.)	An advanced university degree (Master's degree completed or near completion)
Subjects	Economics, Political Science, International Affairs, Public Policy, Sociology, Education Policy or a related field
Language Skills	Excellent knowledge of English including a high level of drafting ability. Knowledge of the other official language, French, would be an asset.
Computer literacy	Practical experience in using standard information technology applications, especially Word, Excel and Power Point is a requirement.
Internship-related experiences	
Additional skills/requirements	<ul style="list-style-type: none"> <li>- Strong quantitative and qualitative analytical skills with the ability to produce pertinent analysis of policies and practices.</li> <li>- Ability to organise and synthesise complex material clearly for both specialised and non-specialised audiences.</li> <li>- Capacity for self-motivation and a commitment to excellence.</li> <li>- Good communication and interpersonal skills and ability to work harmoniously as part of a multinational team</li> <li>- Knowledge of educational policy and/or budgetary policy is an advantage.</li> </ul>

**CARLO SCHMID PROGRAMME**  
 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS  
 PLACEMENT OFFER 2016/2017

**Reference No.: OECD9, Paris - Public Health Division**

Name of host organisation	OECD
Internship Coordinator	Marion Devaux
Address	OECD Health Division, 2 rue Andre Pascal 75775 PARIS CEDEX 16 FRANCE
Homepage	www.oecd.org

**Placement Offer**

Dates/duration	01.09.2016 – 28.02.2017, 6 months
Supervisor	Franco Sassi
Detailed description of the internship project(s); tasks assigned	<p>The Public Health Programme within the OECD Health Division aims to provide an economic framework for the prevention of chronic diseases and their related risk factors (such as obesity, diet, physical activity, smoking, alcohol use) in OECD countries and beyond.</p> <p>First, a range of projects have been undertaken (or will be) with the aim of examining time-trends and social disparities for these risk factors. One of the future projects will aim to assess trends and disparities in physical activity using individual time use survey data. A second one will try to assess trends and disparities in food consumption and prices using household budget survey data.</p> <p>Second, economic assessment and cost-effectiveness analysis are carried out using computer-based simulation model in order to assess health and economic outcomes of prevention policies aimed to tackle chronic diseases and their related risk factors. This part of the work will focus on obesity and harmful alcohol use and will assess their economic impacts in terms of health care expenditures, other public and private expenditures, and broader economic cost (such as environmental interventions that may increase physical activity and improve environmental impacts, and food reformulation policy that may impact on agriculture market).</p> <p>Third, the Programme also aims to encompass broader economic impacts on the economy at large, in particular by analysing the impact of health and behavioural risk factors on labour market outcomes (such as employment status, wages, receipt of disability benefits, sick leave) updating a previous longitudinal analysis using the new wave of the Survey of Health and Retirement in Europe.</p> <p>The selected person will contribute to different projects carried out within the Public Health Programme in relation to the three areas mentioned above. The person will contribute to a range of activities:</p> <ul style="list-style-type: none"> <li>• reviewing the literature to build an evidence base of policy effectiveness,</li> <li>• processing national survey data,</li> <li>• performing quantitative analysis to assess trends and social disparities,</li> <li>• and drafting reports, country profiles for obesity and harmful alcohol use, and background documents for meetings.</li> </ul>
Training components and learning elements	Internal training sessions are available (e.g. Stata, French course)
Participation in missions or training courses	
Additional comments	

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**Reference No.: OECD9, Paris - Public Health Division**

### **Required Qualifications**

Academic qualification (student, B.A., M.A.)	Master or PhD studies
Subjects	Economics, Health economics, Public Health, Statistics
Language Skills	English required
Computer literacy	Stata
Internship-related experiences	Experience with individual-level data analysis would be an asset.
Additional skills/requirements	

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PLACEMENT OFFER 2016/2017

**Reference No.: OECD10, Paris - Directorate for Employment, Labour and Social Affairs**

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	<a href="http://www.oecd.org/migration">www.oecd.org/migration</a>

## Placement Offer

Dates/duration	01.09.2016 – 28.02.2017, 6 months
Supervisor	Jean-Christophe Dumont (Head of Division) and Thomas Liebig (Principal Administrator)
Detailed description of the internship project(s); tasks assigned	<p>With the current refugee crisis, the issue of how to integrate the many new immigrants and their children in the labour market, education system, and the society at large will be of key importance for the future of many OECD countries. What are the key challenges in integrating these new arrivals and how can they be overcome? What are promising policy initiatives in different countries? How is public opinion reacting to the new inflows? How do societies cope with this new diversity?</p> <p>A large-scale research project by the OECD's international migration division will look into these issues. 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 2016 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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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.  Intern MUST be enrolled in graduate programme for the duration of the internship!
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	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	

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

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

## Placement Offer

Dates/duration	01.09.2016 – 28.02.2017, 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><b>What do we do?</b>          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>. This includes reforming regulations that raise unnecessary obstacles to competition, innovation and growth, while ensuring that regulations efficiently serve important social objectives. The 2015 <u>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 2015 Indicators of Regulatory Policy and Governance covering all OECD countries and the European Commission, the Outlook assesses progress in establishing the conditions for good regulation.</p> <p><b>How do we work?</b>          We work closely together with high-level staff in national administrations and internationally renowned regulatory reform experts in academia and in other international organisations. The Regulatory Policy Division also cooperates with different directorates in the OECD (for example on green growth and SMEs). At the core of the work are country reviews where multidisciplinary teams spend one week in an OECD country working with government officials, parliament, business and citizen representatives. The OECD team then gives recommendations to the government to improve their system (e.g. our Secretary General Angel Gurría met with Angela Merkel to brief her on the <u>German country review</u>).</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><b>What would you do?</b>          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, as well as the collection and management of the corresponding survey data. Besides the indicators, the team works on various other projects, for example on a good practice database</p>

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	<p>on stakeholder engagement in regulatory policy as well as the impact of administrative burden/compliance cost reduction programmes.</p> <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"> <li>• undertake research on communicating and measuring regulatory performance,</li> <li>• manage and analyse quantitative and qualitative data obtained through surveys,</li> <li>• participate in the drafting of briefings and OECD publications on regulatory reform,</li> <li>• contribute to communication on regulatory reform,</li> <li>• contribute to maintaining and developing the OECD internal Horizontal Network on Measuring Regulatory Performance and liaise with experts from other OECD directorates,</li> <li>• contribute to developing best practice standards and to giving recommendations to member countries, and</li> <li>• participate in international meetings.</li> </ul>
Training components and learning elements	<ul style="list-style-type: none"> <li>• expertise in the analysis of qualitative and quantitative data</li> <li>• insights into the latest developments in the area of regulatory policy and into specific country practices in regulatory policy</li> <li>• experience in working with and knowledge of other directorates across the organisation</li> <li>• practice in compiling and managing large-scale databases</li> </ul>
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
Internship-related experiences	
Additional skills/requirements	<ul style="list-style-type: none"> <li>• high motivation,</li> <li>• excellent communication and interpersonal skills,</li> <li>• ability to work to deadlines,</li> <li>• openness and capacity to develop new areas of expertise,</li> <li>• ability to write clear and concise texts in English.</li> </ul>

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**Reference No.: OECD12, Paris - Governance Reviews and Partnerships Division**

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	<a href="http://www.oecd.org/governance">www.oecd.org/governance</a>

## Placement Offer

Dates/duration	01.09.2016 – 28.02.2017, 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 (including justice) 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 the Middle East and North Africa within the framework of the <b>MENA-OECD Governance Programme OR in Latin America and the Caribbean OR with OECD Member countries.</b></p> <p><b>1. Data collection and assessment of literature on governance questions in the MENA or LAC region or OECD Member countries</b></p> <ul style="list-style-type: none"> <li>• Contribute to the collection and compilation of data and other information on public governance / and/ or justice questions from within and outside the OECD.</li> <li>• Contribute to the assessment of gaps in data and information availability.</li> </ul> <p><b>2. Policy analysis</b></p> <ul style="list-style-type: none"> <li>• Contribute to the compilation of policy recommendations to improve public governance/or justice in the MENA or LAC region or OECD countries and identify gaps.</li> <li>• Contribute to the policy analysis conducted for papers and official OECD publications.</li> </ul> <p><b>3. Drafting, communication and liaison</b></p> <ul style="list-style-type: none"> <li>• Draft briefs for senior officials related to public governance/ or justice questions in the MENA or LAC region or OECD countries based on OECD work and recommendations.</li> <li>• Contribute to the drafting of policy papers and official OECD publications.</li> <li>• Contribute to the development of external and internal communications activities.</li> <li>• Contribute to the conceptualization of communication materials for various events.</li> <li>• Participate in the development of the web site.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Liaise and collaborate with other divisions and directorates in the OECD working on the MENA or LAC region or OECD countries.</li> <li>• Liaise with international organizations, foundations and academic networks on public governance questions.</li> <li>• Liaise with national government of OECD and MENA/LAC countries.</li> <li>• Respond to internal or external requests for information.</li> </ul> <p><b>4. Project Management</b></p> <ul style="list-style-type: none"> <li>• Contribute to the organization of international conferences at high political level.</li> </ul> <p>Contribute to fundraising activities</p>
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"> <li>• The specific challenges that different MENA / LAC/OECD countries face in the area of public governance and management</li> <li>• The different experiences and approaches of countries to these challenges</li> <li>• The design and dynamics of international policy processes</li> </ul> <p>The working methods and the role of the OECD as an international actor</p>
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 MENA region / 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	<p>Interest in and knowledge of political, social and economic developments in the Middle East and North Africa region (e.g. Arabic Spring, Deauville Partnership) OR Latin America and the Caribbean or OECD member countries</p>
Language Skills	<p>Very good knowledge of English. For MENA: Good Knowledge of French or Arabic. For LAC: Very good knowledge of Spanish.</p> <p>Good knowledge of a third language would be an asset.</p>
Computer literacy	<p>Good knowledge of Microsoft Word, Excel, and PowerPoint. Familiarity with Internet research tools.</p>
Internship-related experiences	<p>Studies, internships and/or work experience abroad would be very valuable.</p>
Additional skills/requirements	<p>Team player, strong analytical skills, dynamism, and results-orientation.</p>

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**PLACEMENT OFFER 2016/2017**

**Reference No.: OHCHR1, Genf - Human Rights Education and Management Training**

Name of host organisation	United Nations Office of the High Commissioner for Human Rights (OHCHR) Staff Development Unit (SDU) Programme Support and Management Services (PSMS)
Internship Coordinator	Theresia Redigolo Chief of Staff Development Unit (SDU)
Address	Palais des Nations 1211 Geneva 10
Homepage	www.ohchr.org

## Placement Offer

Dates/duration	01.10.2016 - 31.03.2017, 6 months
Supervisor	Theresia Redigolo, Training Officer
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 <b>training, learning and staff development</b> 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 <b>human rights education and management training</b> 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"> <li>• Help to ensure the effective <b>implementation of management and human rights-related training</b> courses, seminars and workshops</li> <li>• Assist with the <b>facilitation/moderation</b> of workshops, seminars, trainings.</li> <li>• Contribute to the <b>design and delivery of webinars</b>, e-learning programmes and assist in providing blended-learning solutions to Human Rights Officers and programme managers.</li> <li>• Participates in the staff development <b>needs analysis</b> and recommends appropriate training actions to enhance peer-learning and knowledge sharing.</li> <li>• Assists in designing <b>training materials</b> to be used for strategic team building activities.</li> <li>• <b>Keeps up-to-date</b> with recent developments in the area of staff development, through research and contacts with learning experts.</li> <li>• Undertakes specific assignments in support of new or enhanced UN Secretariat Human Resources / Staff Development <b>policies and initiatives</b> and contributes to their successful implementation in OHCHR (e.g. Staff Mobility, enhanced staff performance appraisal, career support activities, etc).</li> <li>• Assist in the <b>evaluation</b> of seminars, courses and workshops.</li> </ul>
Training components and learning elements	<p>After the assignment the Carlo Schmid Fellow will be able to:</p> <ul style="list-style-type: none"> <li>• Have an <b>excellent understanding</b> of the Office of the High Commissioner for Human Rights, its structure and its on-going human resources management reform;</li> <li>• <b>Plan, design, deliver, and evaluate training</b> and learning activities.</li> <li>• Understand the challenges of <b>Staff Development / Training / Human Resources Management</b> in a multicultural environment</li> <li>• Demonstrate strong oral and written <b>communication skills</b>;</li> <li>• Comprehend applicable <b>United Nations guidelines, policies and</b></li> </ul>

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**Reference No.: OHCHR1, Genf - Human Rights Education and Management Training**

	<p><b>procedures</b> in the context of human rights.</p> <ul style="list-style-type: none"> <li>• Have a good understanding of <b>career development</b> in the United Nations system.</li> </ul>
Participation in missions or training courses	The Carlo Schmid Fellow will have the opportunity to participate in the OHCHR <b>Orientation Programme</b> which is specially designed for new staff members. The Carlo Schmid Fellow can also take part other learning/training programmes that the team is organising or are offered in-house. Participate in the <b>Geneva Learning Network</b> .
Additional comments	<b>Ms. Theresia Redigolo (Carlo Schmid Alumni - 1<sup>st</sup> CSP Group in 2001)</b> 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., PhD)	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 Masters degree in a relevant field of study. Intern <b>MUST</b> 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 requirements	UN Competencies: <ul style="list-style-type: none"> <li>• Communication: Ability to write in a clear and concise manner and to communicate effectively orally.</li> <li>• Teamwork: Good interpersonal skills; ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;</li> <li>• Client Orientation: Ability to identify clients' needs and appropriate solutions; ability to establish and maintain productive partnerships with clients;</li> <li>• Professionalism: Basic skills in identifying and resolving well-defined problems in the area of human resources management;</li> <li>• Technological awareness: Excellent computer skills, including proficiency in Microsoft Word, PowerPoint, Excel and Access.</li> </ul>

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 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS  
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**Reference No.: One Campaign1, Paris - Policy and Advocacy Internship**

Name of host organisation	THE ONE CAMPAIGN
Internship Coordinator	Marion Desmaison
Address	47 rue du Montparnasse - 75014 Paris
Homepage	www.one.org

**Placement Offer**

Dates/duration	01.09.2016 – 28.02.2017, 6 months
Supervisor	Maé Kurkjian
Detailed description of the internship project(s); tasks assigned	<p><b>Policy and Advocacy internship</b></p> <p>ONE is an international campaigning and advocacy organization of more than 7 million people taking action to end extreme poverty and preventable disease, particularly in Africa... because the facts show extreme poverty has already been cut by 60% and can be virtually eliminated by 2030, but only if we act with urgency now.</p> <p>Cofounded by Bono, we raise public awareness and work with political leaders to combat AIDS and preventable diseases, increase investments in development, and demand greater transparency so governments are accountable to their citizens. ONE does not raise money itself to build schools, hospitals and the like, but does its work by advocacy and campaigning.</p> <p>During the program, the Carlo-Schmid intern would closely work with the advocacy and policy manager and the director on the French development funding, including the ODA budget for 2017 and climate funding for the poorest countries. His/ her responsibilities would include analyzing the current state of ODA and climate funding (incl. the budget bill for 2017), preparing amendments and political briefings for the work with parliamentarians and briefings to underpin our work with members and the media. He/ she would also be closely involved with the direct advocacy work, especially with parliament (the budget process runs from end of September up to December in France), attending meetings with parliamentarians and advisors and making the case for increased funding for the poorest countries.</p> <p>The intern will also be fully involved in organizing the “Lobby days”, a training and advocacy event which takes several days in October and involves our most active members, called the “Youth Ambassadors”. He/she will be in charge of preparing the briefing materials for the training, organizing meetings and accompanying the Youth Ambassadors to those meetings, and following up afterwards.</p> <p>Another responsibility of the intern will be to contribute to the annual AIDS report of the organization, in close coordination with an international team within ONE. He/she will also be part of the preparation and launch of the ONE VOTE campaign in early 2017, a campaign ONE runs before every major election, with specific policy proposals on development and climate funding, and financial and tax transparency.</p> <p><b>Other tasks include:</b></p> <ul style="list-style-type: none"> <li>▪ Conduct research related to the priorities of ONE such as the French ODA budget, including the financial transaction tax (parts of the revenue fund the ODA budget), climate funding, financial and tax transparency, fight against AIDS.</li> <li>▪ Stay abreast of reports and relevant documents on development/ African-related</li> </ul>

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	<p>issues and produce (internal or external) briefing notes</p> <ul style="list-style-type: none"> <li>▪ Support the organisation of events (meetings, workshops, press conferences etc.)</li> <li>▪ Write posts for the ONE blog</li> </ul>
Training components and learning elements	<ul style="list-style-type: none"> <li>▪ learn about the functioning and working methods of one of the major international advocacy organisations, in France, but also at the global level:</li> <li>▪ learn about the policy work that underpins political advocacy with decision-makers, but also the public campaigning, membership and media work of the organisation that are key components to achieve political change;</li> <li>▪ learn about some of today's most important development challenges, such as the fight against extreme poverty and climate change and the fight against pandemics such as AIDS, but also learn about how to influence a political system, the budget process in the 4th biggest donor country in the world, and its political landscape.</li> <li>▪ Learn by taking on responsibilities in a small team, for instance by organizing and attending meetings with parliamentarians, monitoring the budget process, etc.</li> </ul>
Participation in missions or training courses	<p>Participation to :</p> <ul style="list-style-type: none"> <li>✓ conferences, workshops</li> <li>✓ strategic meetings with other NGOs and political meetings (government or parliament)</li> <li>✓ internal training programme</li> </ul>
Additional comments	<p>The team is composed by the France director of ONE, a policy and advocacy manager, a senior campaigns manager, a campaigns assistant in charge of the Youth Ambassador programme, a senior media manager and an office manager. Work includes regular interactions with international colleagues from other European offices, Africa or North America (via email, videoconference, in joint projects).</p>

**Required Qualifications**

Academic qualification (student, B.A., M.A.)	Bachelor's degree in International Relations, Political Science, or related field
Subjects	Policy and advocacy
Language Skills	Excellent written and verbal French skills are a prerequisite
Computer literacy	Proficient in MS Office (Word, Excel, PowerPoint)
Internship-related experiences	A prior experience in public policy, NGOs or the field of development/ Africa would be appreciated
Additional skills/requirements	<ul style="list-style-type: none"> <li>▪ Excellent analytical and organizational capacities</li> <li>▪ Excellent interpersonal skills</li> <li>▪ Clear, concise, and quality writing skills</li> <li>▪ Strong self-motivation and willingness to make a contribution to the fight against poverty</li> <li>▪ Ability to consistently apply good judgment and make good and responsible decisions</li> <li>▪ Ability to maintain the highest degree of confidentiality regarding all aspects of work at all times</li> </ul>

**CARLO SCHMID PROGRAMME**  
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**Reference No.: STL1, Leidschendam - International Criminal Law**

Name of host organisation	Special Tribunal for Lebanon
Internship Coordinator	Matthias Schuster, Hala El Amine
Address	Special Tribunal for Lebanon Doktor van der Stamstraat 1 2265BC Leidschendam Niederlande
Homepage	www.stl-tsl.org

**Placement Offer**

Dates/duration	01.09.2016 - 28.02.2017, 6 months
Supervisor	Matthias Schuster
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 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"> <li>-- 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</li> <li>-- preparation of legal memoranda on specific matters/cases before the Appeals Chamber and the President</li> <li>-- assisting in the drafting of court decisions and orders</li> <li>-- provision of other legal support to staff members and Judges</li> <li>-- assisting the President with respect to external relations work including outreach and diplomatic engagements</li> <li>-- 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).</li> </ul>
Training components and learning elements	<p>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.</p>
Participation in missions or training courses	<p>Interns will receive training in the special case management software employed by the Tribunal. They are also included in intra-Chambers training activities if possible.</p>
Additional comments	<p>The intern's main supervisor will be a former Carlo-Schmid scholar.</p>

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**Reference No.: STL1, 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.
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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**Reference No.: TI1, Melbourne - Mining and Corruption Programme**

Name of host organisation	Transparency International Australia
Internship Coordinator	Greg Thompson, Executive Director (International), TI Australia
Address	TI Australia PO Box 2041 Blackburn South VIC 3130 Melbourne, Australia
E-mail	
Homepage	<a href="http://transparency.org.au/index.php/contact-us">http://transparency.org.au/index.php/contact-us</a>

## Placement Offer

Dates/duration	01.09.2016 – 28.02.2017, 6 months
Supervisor	Programme Manager, Mining and Corruption Programme (under recruitment)
Detailed description of the internship project(s); tasks assigned	<p>TI Australia is the National Chapter in Australia of <a href="http://transparency.org">Transparency International</a> (TI), the global coalition against corruption with a presence in over 100 countries. TI Australia was launched in March 1995 to raise awareness of international business corruption in Australia and to initiate moves to combat it, and is a full member of the Australian Council for International Development (ACFID).</p> <p>In early 2016, TI Australia will launch a cross-regional <b>Programme on 'Mining and Corruption'</b> that aims at increasing the TI Movement's global anti-corruption impact in the extractives sector. The goal of the Programme is to enhance the contribution of mining to sustainable human development by building shared commitment to increasing transparency and accountability in mining sector licencing in multiple national jurisdictions.</p> <p>To contribute to this overall goal, the Programme focuses on:</p> <ul style="list-style-type: none"> <li>▪ advocating for host governments to adopt, enable and enforce effective transparency and accountability policies, procedures and practices in the allocation of mining permits, licences and contracts;</li> <li>▪ empowering stakeholders from civil society and affected communities to access and interpret information about and monitor the transparency and accountability of the allocation of mining permits, licences and contracts;</li> <li>▪ working with operating companies and their affiliates to help them adopt and effectively implement relevant transparency and accountability standards and practices in relation to permits, licences and contracts for their operations.</li> </ul> <p>Following foundational research and mapping exercises in up to 20 countries in a first phase of implementation, the Programme will then undertake a range of multi-annual advocacy and stakeholder engagement activities in 10-12 countries around the world. The Carlo Schmid Fellow will provide support to the Programme Manager in the implementation of the first phase of the Programme. Tasks will include:</p> <ul style="list-style-type: none"> <li>▪ programme-related research, including fact-checking;</li> <li>▪ preparation of documents, including editorial support;</li> <li>▪ liaison with a range of stakeholders, including other TI chapters;</li> <li>▪ support in preparing programme-related events, including conferences;</li> <li>▪ administrative support to the Programme</li> </ul> <p>2016 will be a year of dynamic growth for TI Australia, with a full-time CEO being appointed in late 2015, and a number Regional Committees being established in several Australian states. It may thus also be possible for the Carlo Schmid Fellow to</p>

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	support TI Australia in other projects and activities; while not all such activities could be described in detail at this point, it is likely that engagement with the corporate sector integrity/ on business integrity will continue to be an important element in the work of TI Australia.
Training components and learning elements	While it is not possible to identify formal training opportunities at this point, the fellowship will provide a diverse range of learning opportunities related to the launch of an ambitious, global anti-corruption programme. The fellow will both gain insights into the work of a national civil society organisation (TI Australia), as well as the functioning of global networks (the TI Movement) and multi-stakeholder consultation and implementation processes (TI working with other stakeholders, including local communities, national governments, mining companies, intergovernmental organisations and other international NGOs). Finally, by contributing to related research and the coordination of national-level 'mapping' exercises in up to 20 countries, the fellow will be able to develop technical knowledge on the mining sector, as well as on tools/ approaches for fighting corruption and multi-stakeholder engagement.
Participation in missions or training courses	Where possible, the intern will be given the opportunity to participate in Programme related meetings and training events, as well as in any key external events organised by TI Australia.
Additional comments	Located in Melbourne, Australia.

**Required Qualifications**

Academic qualification (student, B.A., M.A.)	M.A. preferred but B.A. could potentially be considered.
Subjects	Sociology, political science, development studies, business administration or related field Most relevant would be subjects on development, integrity, international business, compliance or related field.
Language Skills	<ul style="list-style-type: none"> <li>▪ Fluency in English (written and spoken);</li> <li>▪ Fluency or working knowledge of Spanish an advantage.</li> </ul>
Computer literacy	Good Knowledge of Microsoft Office applications (Word, PowerPoint, Excel)
Internship-related experiences	<ul style="list-style-type: none"> <li>▪ project management experience in a non-governmental organisation (an advantage);</li> <li>▪ some office/ administrative experience (incl. basic accounting/ financial management skills);</li> <li>▪ database management experience (an advantage).</li> </ul>
Additional skills/requirements	<ul style="list-style-type: none"> <li>▪ Strong cross-cultural communication skills;</li> <li>▪ Interest in/ knowledge of the mining/ extractives sector;</li> <li>▪ Commitment to the vision and mission of Transparency International.</li> </ul>

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**Reference No.: TI2, Tegucigalpa - Association for a More Just Society**

Name of host organisation	Asociación para una Sociedad más Justa (ASJ, Association for a More Just Society), National Chapter of Transparency International in Honduras
Internship Coordinator	Natalie Acosta
Address	Asociación para una Sociedad más Justa ( <b>ASJ</b> ) Residencial Bajos del Trapiche, Bloque B Casa 25, Tegucigalpa Honduras, C.A
Homepage	<a href="http://www.asjhonduras.com">www.asjhonduras.com</a>

**Placement Offer**

Dates/duration	01.09.2016 – 30.04.2017, 8 months
Supervisor	Natalie Acosta
Detailed description of the internship project(s); tasks assigned	<p>ASJ works to defend the vulnerable in Honduras by:</p> <ul style="list-style-type: none"> <li>• publishing investigations that unveil corruption or government weaknesses and provide recommendations for its improvement;</li> <li>• ensuring the rights of victims in judicial processes;</li> <li>• performing social oversight to ensure the transparency of legal and political processes;</li> <li>• advocating for reforms to laws and institutions at a national level.</li> </ul> <p>In 2014, ASJ signed an <a href="#">agreement</a> with Transparency International and the Honduran government that charges the organization with auditing and social oversight over the government's anti-corruption measures. The Carlo Schmid fellow would assist with monitoring and supporting the implementation of this project, reviewing documents, marking observations, and drafting reports of findings. In addition, the fellow would support liaison and facilitate communication between ASJ and the TI International Secretariat in Berlin.</p> <p><b>Program research and writing</b></p> <ul style="list-style-type: none"> <li>• Support ASJ/TI coordinators with research and writing on reports and investigations</li> <li>• Support ASJ/TI coordinators with translations of reports and investigations</li> <li>• Write summaries of documents and reports</li> </ul> <p><b>Investigation</b></p> <ul style="list-style-type: none"> <li>• Support ASJ/TI team in collecting and analyzing documentation</li> <li>• Assist in the creation of recommendations using international best practices</li> </ul> <p><b>Communications</b></p> <ul style="list-style-type: none"> <li>• Assist with communications and the relationship between ASJ and the TI International Secretariat in Berlin.</li> <li>• Translate documents and case studies to and from Spanish/English as needed.</li> </ul>
Training components and learning elements	The fellow would be offered both an initial induction/ orientation, as well as any

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	<p>training required for successful implementation of the task(s) assigned.</p> <p>S/he will also be able to learn from some of Honduras' best social accountability experiences, and the details of how government and government ministries and civil society in Honduras work.</p>
Participation in missions or training courses	<p>Optional:</p> <p>Join learning visits to Honduran cities, businesses, and government ministries in coordination with a local U.S. university program. (Sept-Dec).</p> <p>Participate in Coast-to-Coast bike ride for education. (Jan).</p> <p>Participate in frequent educational events, meetings, and rallies held in cooperation with government and civil society.</p>
Additional comments	

**Required Qualifications**

Academic qualification (student, B.A., M.A.)	Bachelor's Degree or Equivalent
Subjects	Political or Social Sciences, Law, Economics, Political Communication, Latin-American Studies or related subjects.
Language Skills	As ASJ is a Spanish-speaking office, very good Spanish is required in addition to strong English language abilities (written and spoken)
Computer literacy	Proficient in Microsoft Office – Word, Excel, and PowerPoint.
Internship-related experiences	<ul style="list-style-type: none"> <li>• Experience in data analysis and summary is an advantage</li> <li>• Experience reading, summarizing and responding to highly technical documents.</li> </ul>
Additional skills/requirements	<ul style="list-style-type: none"> <li>• Excellent skills in research and writing in various disciplines (both academic and journalistic)</li> <li>• Strong capacity to analyze and summarize information</li> <li>• Written and spoken fluency in Spanish and English</li> <li>• Organized, highly motivated, a self-starter, and able to work independently</li> <li>• Excellent attention to detail</li> <li>• Able to adapt to Honduran culture and context and to ASJ/TI work environment, including visiting impoverished urban communities and collaborating on team projects</li> <li>• Willing to follow security and safety protocols to mitigate the risks necessarily associated with ASJ/TI's work</li> </ul>

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**Reference No.: TI3, Santiago de Chile - Research Department**

Name of host organisation	Chile Transparente, National Chapter of Transparency International in Chile
Internship Coordinator	Emilio Moya Díaz, Research Director
Address	Pérez Valenzuela 1687, Providencia, piso 1 Santiago de Chile
Homepage	<a href="http://www.chiletransparente.cl">www.chiletransparente.cl</a>

**Placement Offer**

Dates/duration	01.09.2016 – 28.02.2017, 6 months
Supervisor	Emilio Moya Díaz
Detailed description of the internship project(s); tasks assigned	<p>Chile Transparente, the Chilean Chapter of Transparency International, is a private non-profit organization. Our mission is to promote transparency and integrity in the public and private institutions in Chile. We believe in a comprehensive approach to anti-corruption work, draw attention to the economic and social costs of corruption, and emphasize the benefits of transparency.</p> <p>To reach this goal, we have developed a number of projects aimed at strengthening the values of transparency, and have created tools and practices to improve the level of integrity and to facilitate access to information among citizens. All our initiatives and actions are funded by individuals, companies or cooperating entities' contributions, as well as by funds received through projects implemented by various national and international institutions.</p> <p>As a TI Chapter, we participate in a series of projects to increase transparency both in the public and private sectors.</p> <p>The Chile Transparente executive team is comprised of professionals from different social sciences background, such as Sociology, Political Sciences, Law, Public Administration and Communications.</p> <p>The fellow would join the research department at Chile Transparente. Specifically, s/he would support the development of studies in the areas of transparency, corruption and local governments. As part of this work, the fellow will help initiate a research piece about the relationship between the levels of transparency and corruption risks in local governments, and how these variables impact on the human development in different communities, taking into account the heterogeneity presented by local governments in Chile.</p> <p>In other words, local governments in Chile have different levels of human and economic resources, and the factors affecting those entities are themselves varied. On the other hand, the people who are under their administration are also different in terms of development level and certain sociodemographic characteristics.</p> <p>The fellow will help Chile Transparente articulate and give sense to different theories and disciplines (i.e. transparency, corruption, local governments and human development) to be able to determine how these variables relate in theory and how they can be applied to local governments in Chile. In methodological terms, s/he will</p>

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	<p>be expected to work with both qualitative and quantitative methodologies, not only to answer the research question, but also to confirm or reject the hypotheses. It is expected that, at the end of the research project, the fellow produces a paper with the main results and an article to be published in an academic journal.</p>
Training components and learning elements	<p>The fellowship will provide the opportunity for the intern to develop a sound understanding of the current context on corruption and transparency in Chile both locally and nation-wide.</p> <p>S/he will also be able to improve his/her knowledge of innovative social sciences' research methodologies and their application to heterogeneous contexts, as well as to strengthen data and information analysis and the understanding of how to triangulate different methodologies.</p> <p>The fellow will also be able to learn about the different levels of development that exist in Chile between the local and national levels. Besides, the intern will learn locally how the formal processes coexist with informal processes (political patronage, social links, etc.), creating a particular mode of institutional settings for local governments.</p>
Participation in missions or training courses	<p>During the stay in Chile, the fellow will be expected to participate in field work in different cities, and will be able to take part in seminars and lectures about local development in Chile. In addition, staff from Chile Transparente's research department will train the fellow in various topics, such as Chilean transparency legislation, the local context, as well as research methodologies.</p>
Additional comments	<p>If needed, the fellow may be requested to contribute to other programmes implemented by Chile Transparente.</p>

### Required Qualifications

Academic qualification (student, B.A., M.A.)	<p>B.A or M.A Intern <b>MUST</b> be enrolled in graduate programme for the duration of the internship!</p>
Subjects	<p>Social Sciences Sociology Political Sciences</p>
Language Skills	<p>English and Spanish (minimum level: high intermediate, both written and spoken)</p>
Computer literacy	<p>Good knowledge of Excel, Word and Powerpoint required; knowledge of SPSS, Stata and Atlas TI software is an advantage, but not essential.</p>
Internship-related experiences	<p>The fellow should ideally have some practical experience in multidisciplinary research related to the issues of transparency, development, corruption or local governments, including experience in the application of in-depth interviews and statistical analysis. S/he should also have some previous experience in writing research reports and applying tools for qualitative and quantitative measurement/ methodologies.</p>
Additional skills/requirements	<p>The intern should bring an interest and understanding of local development issues, transparency and corruption. Knowledge of local or subnational policy is also desirable. Proactivity, ability to work well in a team and interest in learning from the Chilean local reality will be considered a strong asset.</p>

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**Reference No.: TI4, Jakarta - Open Governance Program**

Name of host organisation	Transparency International Indonesia (TII)
Internship Coordinator	Dadang Trisasongko (Secretary General), TII
Address	Jl. Senayan Bawah No.17 Blok S Rawabarat, Jakarta Selatan, 12180, Indonesia
Homepage	<a href="http://www.ti.or.id">www.ti.or.id</a>

**Placement Offer**

Dates/duration	01.09.2016 – 30.04.2017, 8 months
Supervisor	Dadang Trisasongko
Detailed description of the internship project(s); tasks assigned	<p>TII has been established as a non-governmental advocacy organization dedicated to the fight against corruption in Indonesia in 2000. TII's vision is to transform Indonesia into a democratic country without corruption for the betterment of social justice. The Chapter employs an approach of constructive engagement with government, political institutions, judiciary institutions, private companies, as well as other NGOs in reaching its goals. Over the last years, TII's initiatives, programs and tools for tackling corruption have been successfully adopted and supported by the government, private companies and NGOs. Currently, TII employs 28 professional staff and 1 volunteer from various backgrounds.</p> <p>Proposed Internship: Strengthening citizen and public participation in the Open Governance Program (OGP) and the Sustainable Development Goals (SDGs)</p> <p>TII is, today, engaging in OGP and SDG at local, national and international levels. One crucial component of those programs is how to strengthen citizen and public participation in their policy process. In that context, the Carlo Schmid fellow would be requested to assist the responsible Program Director in designing and delivering both programs. In close consultation with the supervisor, the key elements of the intern's assignment will consist of:</p> <ol style="list-style-type: none"> <li>1) understanding the concept of OGP and SDG and its implementation in the context of the anti-corruption movement;</li> <li>2) analysing and advising the best way to develop and strengthen citizen and public participation on OGP and SDGs ;</li> <li>3) implementing the most appropriate citizen and public participation for those programs;</li> <li>4) taking part in various meetings with the team and stakeholders;</li> <li>5) finding and connecting potential partners for TII in developing those programs.</li> </ol>
Training components and learning elements	<p>The internship's training components will consist of:</p> <ol style="list-style-type: none"> <li>1) strengthening the intern's motivation and passion in developing the concept and praxis of citizen and public participation in OGP and SDGs;</li> <li>2) improving the intern's knowledge and skill on citizen and public participation in the context of the anti-corruption movement;</li> <li>3) working individually and in a team, as well as in networks;</li> <li>4) developing networks and cooperation with other organisations who are also strengthening people participation in the implementation of the OGP and</li> </ol>

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	<p>SDG.</p> <p>Learning elements will include:</p> <ol style="list-style-type: none"> <li>1) acquiring knowledge and skills on citizen and public participation in the context of the anti-corruption movement;</li> <li>2) understanding TI4 and the importance of citizen participation for the anti-corruption movement.</li> </ol>
Participation in missions or training courses	The intern will be exposed to the daily work at an advocacy organisation and will have the opportunity to participate in any workshop, seminar, research or training which is open to other staff members.
Additional comments	None

**Required Qualifications**

Academic qualification (student, B.A., M.A.)	The intern should have a Bachelor's Degree.
Subjects	Social sciences or related disciplines.
Language Skills	Advanced English is required, with knowledge of Bahasa Indonesia an asset.
Computer literacy	The intern candidate should be fully computer literate and familiar with MS Office/ Operating Systems, the effective and efficient use of the internet, database management, as well as social media.
Internship-related experiences	<p>It would be an advantage if the successful candidate:</p> <ul style="list-style-type: none"> <li>• had previously carried out an internship or research in the area of citizen and public participation in the political and policy process, public services delivery etc</li> <li>• has already worked/ volunteered for a civil society movement/ organisation.</li> </ul>
Additional skills/requirements	Additional skills needed include writing skills, presentation skills and interpersonal communication skills. She/he should be familiar with the work environment of an NGO.

**CARLO SCHMID PROGRAMME**  
FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS  
PLACEMENT OFFER 2016/2017

**Reference No.: UNAIDS1, Genf - Prevention and Treatment**

Änderung: Einsatzort ist Panama Stadt!  
Bitte im Portal „Genf“ auswählen.

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	<a href="http://www.unaids.org">www.unaids.org</a>

## Placement Offer

Dates/duration	01.09.2016 – 28.02.2017, 6 months
Supervisor	Alejandra Corao, Regional Intervention Adviser for Prevention and Treatment
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.</p> <p>UNAIDS Regional Support Teams (RSTs) provide timely and effective support to UNAIDS Country Offices (UCO), while working with regional partners to coordinate and provide programming and technical support to strengthen national responses. RSTs provide regional leadership and ensure advocacy at regional level. The fellow will be part of the RST Latin America.</p> <p>The fellow would address projects in the area of Community Mobilization and Human Rights and Gender related to HIV and AIDS in the Latin America Region. There are two key research areas with specific tasks :</p> <ol style="list-style-type: none"> <li>1. Support knowledge-sharing between countries in the region on best practices to measure and reduce discrimination in the health care setting through:             <ol style="list-style-type: none"> <li>a. Conducting a desk review of existing literature on discrimination in health care settings in the region</li> <li>b. Develop data collection instruments and collect data to gather information on regional stigma and discrimination targets</li> <li>c. Support the preparation of a workshop with key stakeholders in the region.</li> </ol> </li> <li>2. Support knowledge-sharing between countries in the region on best practices to improve access to justice by persons affected by HIV and AIDS in order to strengthen the capacity of civil society and state actors to address. The fellow will specifically:             <ol style="list-style-type: none"> <li>a. Conduct a review of the role of human rights observatories and ombudsperson offices</li> <li>b. Support the sharing of data on human rights violations and activities through various media and communication networks</li> <li>c. Generate a database to establish a regional baseline on the research and production of knowledge about gender perspective, human rights and HIV.</li> </ol> </li> </ol>
Training components and learning elements	<p>Upon completion of the assignment the fellow will be able to have a comprehensive understanding of the mandate of UNAIDS and the human right situation and violence experience among people affected by HIV and AIDS in Latin America.</p> <p>The fellow will gain a close knowledge civil society networks, learn to develop data collection instruments on human rights violations, stigma/discrimination, methods to collect data and conduct analysis.</p>

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**Reference No.: UNAIDS1, Genf - Prevention and Treatment**

Änderung: Einsatzort ist Panama Stadt! Bitte im Portal „Genf“ auswählen.

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. The fellow will attend the mandatory security briefing by UNDSS for Panama. Carlo Schmid Fellow can also take part in training courses that are offered in house through webinars or those given on-site by other agencies relevant to human rights and gender.
Additional comments	CSP Fellows at UNAIDS are contracted as nil-remuneration consultants.

### Required Qualifications

Academic qualification (student, B.A., M.A.)	Advanced university degree (M.A. or equivalent).
Subjects	Human rights and gender, community mobilization or related field.
Language Skills	Advance proficiency in Spanish and very good knowledge of English
Computer literacy	Expert knowledge of Microsoft Office, especially Excel and PowerPoint. Knowledge of google tools like google docs and google sheets would be an asset.
Internship-related experiences	Previous international experience in Latin America desirable.
Additional skills/requirements	<p>UNAIDS Values:</p> <ol style="list-style-type: none"> <li>1. Commitment to the AIDS response</li> <li>2. Integrity</li> <li>3. Respect for diversity</li> </ol> <p>Core competencies:</p> <ol style="list-style-type: none"> <li>1. Working in teams</li> <li>2. Communicating with impact</li> <li>3. Applying expertise</li> <li>4. Delivering results</li> <li>5. Driving change and innovation</li> <li>6. Being accountable</li> </ol>

**CARLO SCHMID PROGRAMME**  
 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS  
 PLACEMENT OFFER 2016/2017

**Reference No.: UNAIDS2, Genf - Governance and Multilateral Affairs**

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	<a href="http://www.unaids.org">www.unaids.org</a>

**Placement Offer**

Dates/duration	15.10.2016 – 14.04.2017, 6 months
Supervisor	Morten Ussing, Chief, Governance and Multilateral Affairs
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.</p> <p>Under the overall leadership of the Deputy Executive Director, Management and Governance, the Governance and Multilateral Affairs Office supports all UNAIDS governance structures and constituencies, Member States, Cosponsoring Organizations, NGOs, and other key actors, and represents and promotes the interests of UNAIDS in system-wide matters.</p> <p>Established in 1994 by a resolution of the UN Economic and Social Council and launched in January 1996, UNAIDS is guided by a Programme Coordinating Board (PCB) with representatives of 22 governments from all geographic regions, the UNAIDS Cosponsors, and five representatives of nongovernmental organizations, including associations of people living with HIV.</p> <p>Under the supervision of the Chief, Governance and Multilateral Affairs, the following tasks will be conducted:</p> <ul style="list-style-type: none"> <li>• Support the preparation and smooth running of the 39th Meeting (6-8 December 2016) and 40th Meeting (27-29 June 2017) of UNAIDS PCB             <ul style="list-style-type: none"> <li>• Propose and refine templates to work with UNAIDS Regional Offices to keep monitoring of key political developments in Member States including change of government and key ministers.</li> <li>• Prepare an inventory of Ambassadors of PCB Member States to be readily available for background briefs.</li> <li>• Support the preparation of the thematic segments of the 39th PCB meeting on HIV and aging and the 40th PCB meeting (TBD).</li> <li>• Support UNAIDS preparations for the 2017 PCB Field Visit.</li> <li>• Take notes during preparatory meetings.</li> <li>• Ensure that PCB documents are prepared, printed and available for the PCB preparatory regional meetings as well as meetings with other constituencies (NGOs and cosponsors).</li> <li>• Support the preparation of the meeting logistically.</li> </ul> </li> </ul>

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**Reference No.: UNAIDS2, Genf - Governance and Multilateral Affairs**

Training components and learning elements	Upon completion of the assignment the fellow will: <ul style="list-style-type: none"> <li>• Have a comprehensive understanding of the mandate of UNAIDS;</li> <li>• Understand the HIV epidemic and its implications.</li> <li>• Demonstrate a good understanding of key intergovernmental and inter-agency processes;</li> <li>• Have gained insights to proceedings at intergovernmental meetings;</li> <li>• Have developed strong organizational skills.</li> </ul>
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	CSP Fellows at UNAIDS are contracted as nil-remuneration consultants

**Required Qualifications**

Academic qualification (student, B.A., M.A.)	Advanced university degree (M.A. or equivalent).
Subjects	Political science or other related social sciences fields.
Language Skills	Excellent knowledge of English with working knowledge of French.
Computer literacy	Good knowledge of google (documents, sheets, slides and drive).
Internship-related experiences	Previous international experience desirable.
Additional skills/requirements	UNAIDS Values: 1. Commitment to the AIDS response 2. Integrity 3. Respect for diversity  Core competencies: 1. Working in teams 2. Communicating with impact 3. Applying expertise 4. Delivering results 5. Driving change and innovation 6. Being accountable

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**Reference No.: UNAIDS3, Maseru - Community Mobilisation**

Name of host organisation	UNAIDS Country Office Lesotho
Internship Coordinator	Ms Puleng Letsie
Address	Community Mobilization and Networking Adviser, UN House Maseru, 13 UN Road, MASERU 100
Homepage	

### Placement Offer

Dates/duration – Preferably for 9 months	01.09.2016 – 30.04.2017, 8 months
Supervisor	Dr Alti Zwandor
Detailed description of the internship project(s); tasks assigned	<p>Under the supervision of the UNAIDS Country Director in collaboration with the Community Mobilisation and Networking Advisor (CMNA), the Intern will support the following activities:</p> <ol style="list-style-type: none"> <li>I. Contribute to UCO work of civil society organisations (CSO) capacity strengthening with specific focus on the Lesotho Network of People living with HIV &amp; AIDS (LENEPWHA), the Coalition of Women Living with HIV Lesotho (CW-Lesotho), Lesotho Inter-Religious AIDS Consortium (LIRAC), and association of Young people living with HIV to give them a voice in the national AIDS response and fast track reaching the 90-90-90 HIV prevention and treatment targets.</li> <li>II. Provide technical and logistical support to the decentralisation of AIDS responses, in local municipalities in collaboration with the Ministries of Health and Local Government, Chieftainship &amp; Parliamentary Affairs.</li> <li>III. Provide backstopping support to the implementation of the Community Councils HIV &amp; AIDS workplace policy</li> <li>IV. Review documents, analyse data and produce background draft briefing documents for engagement with traditional and faith based leaders on the AIDS response in communities. Contribute to UCO support to Traditional and Religious institutions in two high burden districts to mobilise local communities to create demand for services and fast track the AIDS response. The INTERN will support organization of meetings workshops, trainings and capacity building with respect to HIV &amp; AIDS response for the Traditional Leaders, Parliamentarians and religious leaders.</li> <li>V. Contribute to UN Joint team on AIDS coherence and coordination by providing administrative and logistical support to the UN Joint Team on AIDS (UNJTA) , and the AIDS Development Partners (ADP) Forum</li> <li>VI. Provide communications backstopping to the UCO team, including participating in interagency technical working groups</li> <li>VII. Increase UNAIDS visibility through partnerships with the media, and through the use of social media; provision of regular communication products including briefs, newsletters, reports, and drafting of press releases.</li> <li>VIII. Collect and collate information, and provide weekly updates and other updates as and when required.</li> </ol>
Training components and learning elements	<p>Gender and Human rights training – to strengthen capacities of UN staff on gender and human rights programming. This skill is required to support district municipalities in developing HIV plans.</p> <p>Results based management training and Monitoring and Evaluation training– these training will be conducted in preparation for developing the new UN Development Assistance Framework for Lesotho in 2016/17. The intern is expected to participate in</p>

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**Reference No.: UNAIDS3, Maseru - Community Mobilisation**

Participation in missions or training courses	the technical team. UNAIDS provides a wide range of training for national counterparts especially civil society groups. The intern will also get opportunity to participate in UNADS on line training such as UN Cares training on HIV in the UN workplace.
Additional comments	UNAIDS Country Office Lesotho has had two interns in 2015. One was an international intern from Sweden who stayed for four months. We currently have a national UNV. There is high commitment and experience in the office for supervising and coaching interns. The previous intern had opportunity to participate in a Regional gender training.

### Required Qualifications

Academic qualification (student, B.A., M.A.)	The intern must have completed a Bachelor's degree and/ or currently enrolled in a Master's Degree
Subjects	Human Rights, Communication, Gender studies, Journalism or other Social Sciences.
Language Skills	Excellent command of spoken and written English
Computer literacy	The Intern must be computer literate and have proficient knowledge of key programmes including MS Word, PowerPoint, Excel, Publisher and others Should be able to use social media.
Internship-related experiences	Essential Experience: previous internship experience and skills in program management, communications, writing and editing, online outreach activities, and graphic design will be an added advantage
Additional skills/requirements	<p>Functional/Technical knowledge and skills</p> <ul style="list-style-type: none"> <li>o Ability to write clearly and concisely in English for a varied audience</li> <li>o Excellent communication skills and paying attention to details</li> <li>o Proven ability to review documents, analyse data and interpret development information</li> <li>o Proven ability to synthesise information from multiple sources</li> <li>o Knowledge and ability to use social media and various platforms of digital technology to promote HIV, partnerships with civil society, gender and human rights issues.</li> <li>o An excellent team player and able to promote team spirit</li> </ul> <p>Personality traits</p> <ul style="list-style-type: none"> <li>o Strong interpersonal, communication and negotiating skills</li> <li>o Ability to work in a multicultural environment</li> <li>o Innovative thinking and willing to share new ideas</li> <li>o Respect for diversity</li> </ul>

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**Reference No.: UNAIDS4, Genf - Human Rights and Law 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	<a href="http://www.unaids.org">www.unaids.org</a>

**Placement Offer**

Dates/duration – Preferably for 9 months	01.09.2016 – 28.02.2017, 6 months
Supervisor	Luisa Cabal, Chief, Human Rights and Law 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>The Human Rights and Law Division provides leadership, strategic information, coordination, programmatic guidance and technical support for human rights and enabling environments for the AIDS response. It ensures that global standards and commitments translate to human rights action and legal protection at country level, support stakeholders to respond effectively in rights terms, and build alliances for human rights, dignity and security within the Joint Programme and beyond.</p> <p>Under the supervision of the Chief of the Human Rights and Law Division, and working closely with other members of the Division and the broader Gender, Rights, Prevention and Community Mobilization Department, the fellow is assigned the following responsibilities:</p> <ul style="list-style-type: none"> <li>● Undertakes specific assignments in support of HIV-related human rights and law work, including research and analysis on stigma and discrimination, criminalization as a barrier to access HIV services and access to justice for people living with, or vulnerable to, HIV;</li> <li>● Comparative legal research and drafting of memoranda;</li> <li>● Supports the coordination of inputs from cosponsors and other partners into various key human rights and law-related documents;</li> <li>● Contributes to the various Division initiatives, such as working towards Zero Discrimination in the healthcare sector;</li> <li>● Supports the coordination of reports and briefs to UN and regional human rights mechanisms, including the Human Rights Council and various treaty bodies;</li> <li>● Assists the Division in the management of key Human Rights and Law-related meetings.</li> </ul>
Training components and learning elements	<p>Upon completion of the assignment the fellow will have:</p> <ul style="list-style-type: none"> <li>● Comprehensive understanding of the mandate of UNAIDS;</li> <li>● Stronger understanding of human rights as it relates to HIV and public health;</li> <li>● Improved knowledge of the UN human rights system;</li> </ul> <p>Improved oral and written communication skills, as well as a stronger ability to do legal</p>

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**Reference No.: UNAIDS4, Genf - Human Rights and Law Division**

Participation in missions or training courses	research and analysis. 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. Carlo Schmid Fellow can also take part in training courses that are offered in-house.
Additional comments	CSP Fellows at UNAIDS are contracted as nil-remuneration consultants.

**Required Qualifications**

Academic qualification (student, B.A., M.A.)	Degree in law equivalent to Master's degree (i.e. M.A., J.D, M.P.H, or LL.M).
Subjects	International law, international relations, public health, human rights, or directly related topic.
Language Skills	Fluency in English. Working knowledge of another official UN language would be an advantage.
Computer literacy	Good knowledge of Microsoft Office and/or equivalent google applications.
Internship-related experiences	Previous international experience desirable.
Additional skills/requirements	<p>UNAIDS Values:</p> <ol style="list-style-type: none"> <li>1. Commitment to the AIDS response</li> <li>2. Integrity</li> <li>3. Respect for diversity</li> </ol> <p>Core competencies:</p> <ol style="list-style-type: none"> <li>1. Working in teams</li> <li>2. Communicating with impact</li> <li>3. Applying expertise</li> <li>4. Delivering results</li> <li>5. Driving change and innovation</li> <li>6. Being accountable</li> </ol>

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**Reference No.: UNDESA1, 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. Alberto Padova, Acting Chief NGO Branch, Office for ECOSOC Support and Coordination
Address	United Nations Secretariat Room 2587 New York, NY 10017
Homepage	<a href="http://csonet.org">http://csonet.org</a>

## Placement Offer

Dates/duration	01.09.2016 – 28.02.2017, 6 months
Supervisor	Mr. Alberto Padova, Acting Chief NGO Branch, Office for ECOSOC Support and Coordination
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 implementation, monitoring and review of the 2030 United Nations sustainable development agenda.</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"> <li>1. Review of applications of NGOs for consultative status with ECOSOC;</li> <li>2. Review of quadrennial reports presented by NGOs in special and consultative status with ECOSOC;</li> <li>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;</li> <li>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 inter-governmental events at the United Nations each year.</li> <li>5. Assist in other tasks and ad-hoc projects with civil society organizations, as assigned by the Branch Chief.</li> </ol>
Training components and learning elements	The intern will assist the NGO Branch in the preparations and servicing of the 2017 sessions of the Committee on NGOs (2017 regular session, January 2017 and resumed session, May 2017), 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	

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**Reference No.: UNDESA1, New York - ECOSOC NGO Branch**

### 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 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.

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**Reference No.: UNDESA2, New York – ECOSOC Policy Coordination 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. Joop Theunissen, Deputy Chief, Policy Coordination Branch, Office for ECOSOC Support and Coordination, UNDESA
Address	United Nations Secretariat Room 2559 New York, NY 10017
Homepage	<a href="http://www.un.org/en/ecosoc/">http://www.un.org/en/ecosoc/</a> and <a href="http://www.un.org/en/development/desa/oesc/pcb.shtml">http://www.un.org/en/development/desa/oesc/pcb.shtml</a>

**Placement Offer**

Dates/duration	01.09.2016 – 28.02.2017, 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"> <li>• Carrying out background research for reports of the Secretary-General, in particular on the ECOSOC theme;</li> <li>• Providing input to briefing notes and similar materials on economic and social issues;</li> <li>• Following intergovernmental meetings of ECOSOC and the General Assembly; preparing draft summaries of main presentations and discussions;</li> <li>• 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;</li> <li>• Assisting in the preparation of the 2017 high-level segment of ECOSOC;</li> <li>• Assisting in the organization of expert group meetings, training workshops, seminars and high-level panel events on development; and</li> <li>• Carrying out other tasks assigned by supervisor.</li> </ul>
Training components and learning elements	<ul style="list-style-type: none"> <li>• Will learn to write briefing notes, draft policy papers</li> <li>• Will be exposed to intergovernmental negotiations</li> <li>• Will learn to organize high-level international meetings and training workshops</li> <li>• Research and analysis skills will be enhanced</li> </ul>
Participation in missions or training courses	<ul style="list-style-type: none"> <li>• Possibility to participate in United Nations training courses and events of the UN General Assembly</li> <li>• Possibility to participate in DESA seminars</li> </ul>
Additional comments	

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**Reference No.: UNDESA2, New York – ECOSOC Policy Coordination Branch**

**Required Qualifications**

Academic qualification (student, B.A., M.A.)	Intern <b>MUST</b> be enrolled in graduate programme for the duration of the internship!
Subjects	<ul style="list-style-type: none"> <li>• Economics, Political Economy, Development Studies, International Relations or related field</li> </ul>
Language Skills	<ul style="list-style-type: none"> <li>• Proficiency in English; and</li> <li>• Good knowledge of other foreign language would be an advantage.</li> </ul>
Computer literacy	<ul style="list-style-type: none"> <li>• Proficiency in computer applications, including internet, word processing, statistical and spreadsheet packages; and</li> <li>• Proficiency in website design and databases would be an advantage.</li> </ul>
Internship-related experiences	<ul style="list-style-type: none"> <li>• Experience working in an international organization, government institution or NGO would be an advantage.</li> </ul>
Additional skills/requirements	<ul style="list-style-type: none"> <li>• Good understanding of economic and social theories, principles and applications;</li> <li>• Proven ability to write clear and concise texts; and</li> </ul>

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**Reference No.: UNDESA3, New York - Department of Economic and Social Affairs**

Name of host organisation	Department of Economic and Social Affairs United Nations
Internship Coordinator	Sibel Selcuk
Address	Office of ECOSOC Support and Coordination United Nations Secretariat, S-2565 New York, N.Y. 10017
E-mail	
Homepage	<a href="http://www.un.org/en/ecosoc/">http://www.un.org/en/ecosoc/</a> and <a href="http://www.un.org/esa/coordination/desc.htm">http://www.un.org/esa/coordination/desc.htm</a>

### Placement Offer

Dates/duration	01.09.2016 – 28.02.2017 , 6 months
Supervisor	Ms. Sibel Selcuk, ECOSOC and Interorganizational Cooperation Branch, Office for ECOSOC Support and Coordination, Department of Economic and Social Affairs
Detailed description of the internship project(s); tasks assigned	<ul style="list-style-type: none"> <li>• Undertaking research on key issues for the Economic and Social Council of the United Nations (ECOSOC);</li> <li>• Assisting in the substantive and organizational preparations of the annual ECOSOC Youth Forum, Partnerships Forum and the Integration Segment, that will address various aspects of the 2017 theme of the Economic and Social Council;</li> <li>• Organization of panel discussions, roundtables, briefings for the membership of ECOSOC;</li> <li>• Following the work of the ECOSOC Functional Commissions to identify key issues and trends;</li> <li>• Following inter-governmental meetings of ECOSOC and the General Assembly, other relevant meetings, briefings, etc., on various economic and social issues, within the context of the 2030 Agenda and the Sustainable Development Goals, and preparing summaries of their outcomes;</li> <li>• 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;</li> <li>• Following and reporting on Member States' negotiations on draft resolutions;</li> <li>• 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;</li> <li>• Assisting in the Branch's work on communication (Social media; video production; media alert/press release; and news article);</li> <li>• Providing input to speeches, background notes, briefs and presentations.</li> </ul>
Training components and learning elements	<ul style="list-style-type: none"> <li>• The intern will learn about the work of the UN system on development and the intergovernmental processes</li> <li>• The intern will learn about the 2030 Agenda, the Sustainable Development Goals and the role of the ECOSOC system and the UN entities in implementing this agenda as well as its follow-up and review</li> <li>• The intern will learn to write briefing notes, draft policy papers for intergovernmental bodies</li> <li>• The intern will enhance planning and organizing skills through organizing high-level international meetings</li> <li>• The intern will improve written and oral communication skills through interactions with stakeholders</li> <li>• 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</li> </ul>
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 intern is also encouraged to follow seminars organized by the UN system. The intern will be able to attend meetings of the General Assembly and ECOSOC, as well as side events, that are of thematic interest to them.
Additional comments	The ECOSOC and Interorganizational Cooperation Branch of the Office for ECOSOC Support and Coordination of the United Nations Department of Economic and Social Affairs: <ul style="list-style-type: none"> <li>- Supports the Economic and Social Council's oversight and coordination role over the work of its subsidiary bodies, in particular its functional commissions.</li> <li>- 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 and the Integration Segment</li> <li>- Promotes the integration of the economic, social and environmental dimensions of sustainable</li> </ul>

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**Reference No.: UNDESA3, New York - Department of Economic and Social Affairs**

	<p>development through the ECOSOC Integration Segment</p> <ul style="list-style-type: none"> <li>- Engages civil society, including non-governmental organizations, youth, foundations and the private sector in the work of the Council, in particular the Youth Forum, the Partnerships Forum and the Integration Segment</li> <li>- Organizes special ECOSOC meetings on emergencies and emerging issues</li> <li>- Promotes the mainstreaming of peacebuilding issues in the work of the Council to strengthen the nexus between peace and development</li> <li>- Undertakes communication and outreach activities to raise the profile of ECOSOC</li> </ul> <p>The Economic and Social Council works on a wide range of development issues. Themes that have been and will be considered by the Council during 2014-2016 include:</p> <ul style="list-style-type: none"> <li>- Addressing on-going and emerging challenges for meeting the MDGs in 2015 and for sustaining development gains in the future (<i>2014 Annual Ministerial Review</i>)</li> <li>- Sustainable urbanization (<i>2014 Integration Segment</i>)</li> <li>- #Youth2015: Realizing the Future They Want (<i>2014 Youth Forum</i>)</li> <li>- The role of partnerships in the implementation of the Post-2015 Development Agenda (<i>2014 Partnership Forum</i>)</li> <li>- Managing the transition from the MDGs to the SDGs: What it will take? (<i>2015 Annual Ministerial Review</i>)</li> <li>- Employment and decent work (<i>2015 Integration Segment</i>)</li> <li>- Transitioning from MDGs to SDGs: Engaging Youth (<i>2015 Youth Forum</i>)</li> <li>- The role of Partnerships in achieving the Post-2015 Development Agenda: Making it Happen (<i>2015 Partnership Forum</i>)</li> <li>- Implementing the post-2015 development agenda: moving from commitments to results (<i>2016 ECOSOC Annual Theme</i>)</li> <li>- Reimagining digital technologies for a sustainable future (<i>2016 Integration Segment</i>)</li> </ul>
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### 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); 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	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	Previous internships at multilateral or regional organizations would be an advantage.
Additional skills/requirements	- 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.

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**Reference No.: UNDFS1, New York - Department of Field Support**

Name of host organisation	<b>United Nations</b> Strategy and Performance Unit Office of the Under-Secretary-General Department of Field Support
Internship Coordinator	Mr. Kersten Jauer
Address	Department of Field Support United Nations 760 UN Plaza New York, 10017, NY
Homepage	<a href="http://www.un.org/en/peacekeeping/about/dfs">www.un.org/en/peacekeeping/about/dfs</a>

### Placement Offer

Dates/duration	01.09.2016 - 28.02.2017, 6 months
Supervisor	Barbara Nieuwenhuys, Office of the Under-Secretary-General, Department of Field Support
Detailed description of the internship project(s); tasks assigned	<p>The mission of the United Nations Department of Field Support is to help international peace operations succeed by providing rapid, effective, efficient and responsible support services. Its core services include budget and finance, human resources, supply chain management and technology. In 2015/16, the Department supports 37 operations in more than 30 countries, with a combined budget of nearly \$9 billion and up to 170,000 uniformed and civilian clients. Globally, nearly 15,000 staff work in field support, making it the largest single activity in the United Nations.</p> <p>Within the Office of the Undersecretary-General, the Strategy Unit is responsible for corporate strategy and communication, performance management, policy and programme coordination, and analytical support to senior management. As a member of the Strategy Unit, the intern will support the team in:</p> <ul style="list-style-type: none"> <li>- Analysing performance of the global mission portfolio against key indicators</li> <li>- Preparing analytical, policy, mission and strategy reviews for senior management</li> <li>- Preparing performance review meetings with global field support leaders</li> <li>- Developing business intelligence products for senior management</li> <li>- Supporting other analytics teams with data, data models, training and advice</li> <li>- Preparing analytical insights, policy messages, operational profiles and snapshots</li> <li>- Presenting strategy, performance and initiatives to stakeholders</li> <li>- Drafting policy papers and talking points for senior management</li> </ul>
Training components and learning elements	<p>Our intern will gain insight, knowledge and expertise to help him/her:</p> <ul style="list-style-type: none"> <li>- Understand the operational management of UN peacekeeping and political missions</li> <li>- Develop analytical products for senior management</li> </ul>

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	<ul style="list-style-type: none"> <li>- Prepare decision-making models, cost-benefit analyses and operational dashboards</li> <li>- Present, draft, coordinate and network for results in an international organisation</li> </ul>
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	

**Required Qualifications**

Academic qualification (student, B.A., M.A.)	Graduate degree (Master's or equivalent), preferably in the areas of business administration, public administration, management, economics, public policy or a related field. The intern must be enrolled in the graduate programme for the duration of the internship or must have completed his/her degree no longer than 6 months before the start of the internship.
Subjects	Business administration; Management; Quantitative analysis; Qualitative analysis; Business intelligence; Public administration; Public policy; Statistics; Organizational behaviour; 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); Knowledge of geographic information systems is 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. First experience in management consulting can be an advantage.
Additional skills/requirements	

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**Reference No.: UNDP1, Maseru – Development of Strategies, Policies & Programmes**

Name of host organisation	Resident Coordinator's Office UN Lesotho/UNDP Lesotho
Internship Coordinator	Asel Abdurahmanova
Address	Asel Abdurahmanova Head of Office of the UN Resident Coordinator United Nations System in the Kingdom of Lesotho UN House, 3rd Floor UN Road 13, P.O.Box 301, Maseru Kingdom of Lesotho
Homepage	<a href="http://www.unlesotho.org/">http://www.unlesotho.org/</a>

## Placement Offer

Dates/duration	01.09.2016 – 30.04.2017, 8 months
Supervisor	Karla Hershey
Detailed description of the internship project(s); tasks assigned	<p>Coordination Intern under the supervision of the Coordination Specialist at the Resident Coordinator's Office.</p> <p>Key duties:</p> <ul style="list-style-type: none"> <li>• Assist with development of strategies, policies and programmes in close consultation with UN Agencies aimed at supporting the customisation of the Sustainable Development Goals.</li> <li>• Contribute to drafting, coordination, monitoring and reporting of the UN Country Team Work Plan, reports and proposals for funding preparation.</li> <li>• Assist with monitoring the progress of key joint projects. Contribute to preparation of related reports.</li> <li>• Support inter-agency working groups through developing systems and processes for coordination, such as the Monitoring and Evaluation Team.</li> <li>• Assist and support efforts around the evaluation of the United Nations Development Assistance Framework (UNDAF) and the conceptualisation of the new UNDAF.</li> <li>• Contribute to the establishment and continuation of effective mechanisms for engagement with the government, bi- and multilateral development partners, civil society, private sector, youth around the effective implementation of the Sustainable Development Goals</li> <li>• Assist with donor mapping and analysis leading to resource mobilisation opportunities in Lesotho.</li> <li>• Support the RCO in the drafting of communication and advocacy tools and materials, particularly around the SDGs.</li> <li>• Contribute to preparation of speaker's notes, talking points, and speeches for major events of the Residence Coordinator system.</li> </ul>
Training components and learning elements	The intern will have significant opportunities for training and learning. Following an introduction into country and UN working modalities, the intern will be immersed in a fast paced, supportive office where he/she will gain considerable experience in development and coordination issues in Lesotho. Therefore, training and learning will be primarily on the job. Also, the intern will be able to attend relevant training courses that are run by the RCO/UN Agencies in Lesotho in areas such as Monitoring and Evaluation, programme management and other. In addition, the intern will gain

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	exposure to UN systems and agencies as well as development partners and other counterparts, notably on the customisation of the new development agenda and the Sustainable Development Goals.
Participation in missions or training courses	The position is based in Maseru, but the inter will have the opportunity to visit project locations in the districts, where appropriate. In addition, the intern will be able to attend national and international conferences that are regularly held in Maseru, Lesotho.
Additional comments	UN Lesotho has a proud history of welcoming young graduates to intern in Lesotho. Interns work in a collaborative environment, where their professional ambitions are encouraged and supported. Previous interns have increased their skill sets and professional experience as they began their careers in International Development.  Interns may also be provided safe and secure housing at the UN residential compound in Maseru. UN Lesotho will also assist with visa applications.

### Required Qualifications

Academic qualification (student, B.A., M.A.)	Master's degree required.
Subjects	Economics, International Relations, Development Studies, Political or Social Sciences or related field
Language Skills	Excellent English language skills are required.
Computer literacy	Knowledge of Microsoft Office 2010, Outlook, Excel and PowerPoint is essential. Experience with Statistic Software (SPSS, stata) is desirable.
Internship-related experiences	Previous (working) experience in an international or multi-cultural environment would be strongly desired. Professional experiences in Africa would be an asset. A sound understanding of Monitoring and Evaluation procedures and tools and/or around the new development agenda (Post-2015, SDGs) would be desirable.
Additional skills/requirements	Work experience is not required but would be a strong asset, however the following skills are essential:  Proven excellent writing skills Excellent analytical skills and strategic thinking Excellent communication skills towards different audiences Ability to organise and prioritise heavy workload, using initiative when appropriate Ability to cope with stress, work und pressure and strict deadlines Flexibility, adaptability, sense of humour and patience Ability to assess problems and recommend solutions Cross cultural awareness and sensitivity to cultural differences  Desirable: Experiences working in a multi-donor setting or for UN agencies Experience with project management and knowledge management

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**Reference No.: UNDP2, Sao Tome - Environment and Sustainable Development**

Name of host organisation	UNITED NATIONS DEVELOPMENT PROGRAMME- UNDP
Internship Coordinator	Jose Xavier Salema, Representant Resident UNDP Sao Tome and Principe
Address	United Nations Development Programme United Nations Avenue PO BOX 109 Sao Tome, Sao Tome and Principe
Homepage	<a href="http://www.st.undp.org/content/saotome_and_principe/fr/home.html">http://www.st.undp.org/content/saotome_and_principe/fr/home.html</a>

**Placement Offer**

Dates/duration	01.09.2016 – 28.02.2017, 6 months
Supervisor	LAURENT-MASCAR NGOMA- Head of Environment and Sustainable Development Unit
Detailed description of the internship project(s); tasks assigned	<p><b>1. Internship Topic</b></p> <p>UNDP in Sao Tome and Principe would like to understand the impact of its climate change mitigation response and development work intervention in the country, as multiple intervention in the areas of environment and sustainable development has benefitted several institutions and communities. Therefore the following Research internship topics will be consider:</p> <ul style="list-style-type: none"> <li>• “Which should be the best interventions for UNDP?”</li> <li>• “Which level of devolutions and appropriation UNDP’s intervention should be aim at?”</li> <li>• “UNDP: is so far positive UNDP’s work be considered Fit for Purpose?”</li> </ul> <p><b>2. Internship Analysis</b></p> <p>The purpose of this assignment is to acquaint the intern with the impact the goals, activities, and procedures of the Climate Change and Environment Unit, and agencies of the UN system in Sao tome and Principe.</p> <p><b>3. Methods to be used during Internship</b></p> <p>The intern would be tasked to provide answers on the above mentioned topics, and establish a good monitoring strategy and action plan to ensure that the Office meets the challenges of its Strategic Plan within the established under the Sustainable Development Goals. She/He will use multiple enquiry methods and statistical techniques for gaining information and design a measurable monitoring tool while part of the Unit mentioned above: 1. Desk study through the use appropriate documents and other printed materials available in the country, 2.Use new technology on data processing and qualified observation skills, 3.Conduct interviews with two sets of persons to collect and process data.</p> <p><b>4. Plan and weekly Journal</b></p> <p>While under the overall guidance of the Assistant Resident Representative, the intern’s direct supervisor together with other Programme Managers will sketch a monthly plan, and implement a weekly activity and daily journal. Each journal entry should describe the major activity in which the intern have been involved, the purpose of the activity, and what the activity has taught him/her about the visited community, institution, Unit agency or UN system.</p> <p><b>5. Internship Report</b></p> <p>The intern is required to submit a monthly written journal of his/her daily activities. The purpose of the journal is twofold: to collect data and impressions about UNDP’s interventions in communities and the development of the monitoring tool.</p>
Training components and learning elements	Understanding the un system mechanisms and development tools. sustainable development objectives and national (stp) development challenges.

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	Project conception, design implementation and monitoring (or the impact of lacking it thereof) Fund mobilization; Project implementation and partnerships with development partners, Capacity building for project management and results based management
Participation in missions or training courses	During the student internship, it is planned two workshops, two missions and two reports validation. The intern is expect to participate fully in one of several event/activities
Additional comments	Immersion sessions will be organised within others UNDP's departments to give a very clear understanding of global development issues coupled with new UNDP`SGDs and strategic assistance to government development programmes and frameworks, vision and strategic documents.

**Required Qualifications**

Academic qualification (Student, B.A., M.A.)	The minimum qualification required is a BSc
Subjects	Sustainable development, International development, management, climate change, environment, agriculture and related disciplines
Language Skills	A very good knowledge of French on the top of English is a must.
Computer literacy	Word- excel-power point
Internship-related experiences	Not applicable
Additional skills/requirements	Team player, Fit easily in a multicultural team;Excellent french and english writing skills; good at time management

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**Reference No.: UNDP3, Panama Stadt - Office of Audit and Investigations**

Name of host organisation	Regional Audit Center for Latin America and the Caribbean (RAC-LAC) Office of Audit and Investigations, UNDP
Internship Coordinator	Guillermo Muñoz
Address	UN House Building 129 City of Knowledge, Clayton Panama City, Panama.
Homepage	

## Placement Offer

Dates/duration	01.10.2016 – 31.05.2017, 8 months
Supervisor	Guillermo Muñoz
Detailed description of the internship project(s); tasks assigned	<p><b><u>NGO/NIM audit exercise</u></b></p> <p>The intern is requested to participate in the annual audit exercise for projects being implemented by National Institutions of Latin American and the Caribbean countries.</p> <p>This includes:</p> <ul style="list-style-type: none"> <li>- Review the audit plans submitted by country offices.</li> <li>- Review audit reports prepared by external auditors for projects nationally implemented (NIM) and provide a qualitative assessment on the reports.</li> <li>- Assess if the external auditors conducted the audit in accordance with the audit terms of reference.</li> <li>- Assess if the country office has adequately administered the audit exercise.</li> <li>- Inform management about risks identified during the audit reports review.</li> <li>- Highlight those projects that are GFTAM and/or GEF.</li> <li>- Assess the follow-up of audit recommendations actions plans for prior years.</li> <li>- Prepare a summary report of the audit opinions for projects per each country that have been assigned. Such summary will be reported in a Review Letter addressed to the head of each country office.</li> </ul> <p><b><u>CO Audits</u></b></p> <p>The intern is requested to provide support to the country office audits by:</p> <ul style="list-style-type: none"> <li>- Reviewing/analysing information of the queries extracted from ERP based on audit testing checklists prepared by the audit centre.</li> <li>- Preparing clear and comprehensive working paper to support conclusions.</li> <li>- Providing inputs in risky areas identified.</li> <li>- Providing inputs for audit sampling.</li> <li>- Analytical review of documentation.</li> <li>- Contributing to the enhancement of audit check lists.</li> <li>- Reviewing working papers (playing an independent review role).</li> </ul>
Training components and learning elements	<p>At the end of the internship the candidate will have learnt about:</p> <ul style="list-style-type: none"> <li>- Good understanding on audit regime (internal and external) of UNDP.</li> <li>- Oversight role by OAI.</li> <li>- Work methods used by OAI.</li> <li>- Financial information and audit opinions on project financial statements reported by external auditors (NIM regime).</li> <li>- Composition of portfolio of projects being implemented by UNDP in Latin</li> </ul>

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	America and the Caribbean region.
Participation in missions or training courses	Training about UN organization; ethics and values and security issues.
Additional comments	

**Required Qualifications**

Academic qualification (student, B.A., M.A.)	First level degree completed. Intern MUST be enrolled in graduate programme for the duration of the internship!
Subjects	Finance, Accounting, Business Administration, Public Administration, Law.
Language Skills	Fluency in English and in Spanish
Computer literacy	Good knowledge of MS Word and Excel.
Internship-related experiences	Finance/Accounting fields
Additional skills/requirements	Effective communicator who can listen attentively and write clearly. Inquisitive by nature. Attention to detail. Ability to analyse information quickly and make sound and accurate judgements.

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**Reference No.: UNDP A1, New York - Policy Planning Unit**

Name of host organisation	United Nations Department of Political Affairs Policy and Mediation Division Policy Planning Unit
Internship Coordinator	Francesc Claret
Address	United Nations Headquarters DC2- 2513 New York 10017 – NY
Homepage	<a href="http://www.un.org/undpa">www.un.org/undpa</a>

**Placement Offer**

Dates/duration	01.10.2016 – 31.03.2017, 6 months
Supervisor	Francesc Claret
Detailed description of the internship project(s); tasks assigned	<p>The Department of Political Affairs plays a central role in United Nations efforts to prevent and resolve deadly conflict around the world. DPA monitors and assesses global political developments with an eye to detecting potential crises before they erupt and devising effective responses. The Department provides support to the Secretary-General and his envoys, as well as to UN political missions deployed around the world to help defuse crises or promote lasting solutions to conflict.</p> <p>The Policy Planning Unit, within the Policy and Mediation Division, functions as the “Think Tank” of the Department of Political Affairs. The Unit undertakes research and provides analysis and policy advice to the Under-Secretary-General for Political Affairs and other senior managers. In cooperation with other divisions, PPU formulates political affairs strategies, proposes policy options on how to address immediate and long range political and peace and security challenges and shapes the department’s policy on conflict prevention, peace-making and peacebuilding. Within PPU, the intern:</p> <ul style="list-style-type: none"> <li>- Contributes to the Department of Political Affairs’ early warning and analytical capacities by undertaking research on peace and security issues of concern for the Department, especially on new and unconventional threats, conflict dynamics and longer-term situational analysis.</li> <li>- Liaises and coordinates research with think tanks/research institutions.</li> <li>- Prepares short policy-oriented papers on crisis prevention and response for the Policy Planning Unit, the PMD Director and senior DPA management,</li> <li>- Supports PPU colleagues by providing substantive and logistical support to projects undertaken by the Unit, including the organization of meetings, assisting in taking notes and preparing minutes, participating in discussions...</li> </ul>
Training components and learning elements	<ul style="list-style-type: none"> <li>- The intern will be exposed to a broad range of policy issues in international peace and security and UN response,</li> <li>- The intern will experience at first-hand international policy-making, observe different UN committees at work, and participate in a number of lectures, brown-bags and policy forums organised by the Department, other UN entities as well as non-UN partners (think tanks and universities).</li> </ul>
Participation in missions or training courses	<ul style="list-style-type: none"> <li>- The intern can participate in the DPA training programmes as appropriate.</li> <li>- The intern will also be able to take advantage of the many intellectual opportunities offered by the City of New York, including through DPA’s connections to the thinktanks and universities here present.</li> </ul>
Additional comments	

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**Reference No.: UNDP A1, New York - Policy Planning Unit**

### **Required Qualifications**

Academic qualification (student, B.A., M.A.)	Masters degree Intern <b>MUST</b> be enrolled in graduate programme for the duration of the internship!
Subjects	International relations, political sciences, peace and conflict studies, anthropology or other appropriate social sciences
Language Skills	English, and French desirable
Computer literacy	Medium to advanced office skills (word, power point, excel...)
Internship-related experiences	
Additional skills/requirements	Very strong research and drafting skills required Experience in networking with academic, research organisations and think tanks in the area of international peace and security is desirable.

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**Reference No.: UNDP11, New York – News and Media Division**

Name of host organisation	United Nations
Internship Coordinator	Ms. Eranjala Gooneratne, Chief Human Resources Management Unit
Address	Executive Office Department of Public Information United Nations Room IN-521B New York, NY 10017 USA
Homepage	www.un.org

**Placement Offer**

Dates/duration	01.09.2016 – 28.02.2017, 6 months
Supervisor	Ms. Fang Chen Chief, Partnerships Unit News and Media Division, Department of Public Information
Detailed description of the internship project(s); tasks assigned	The intern will work in a team-oriented environment with the aim of marketing and promoting UN Multimedia products and services to the world's media outlets with the view to increasing their global reach. The tasks assigned may include: <ul style="list-style-type: none"> <li>• researching and analyzing information from diverse sources on assigned topics/issues</li> <li>• drafting correspondence and drafting and compiling promotional materials</li> <li>• assisting in the identification of opportunities for the promotion of UN Multimedia products and services</li> <li>• researching and identifying opportunities for strategic partnerships to increase the audience for UN Multimedia products and services</li> <li>• other tasks toward meeting the team's priorities, as assigned</li> </ul>
Training components and learning elements	Interns are expected to attend regular staff meetings and ad hoc meetings with other UN offices as well as external organizations as requested, and conduct follow up actions under supervision, as part of his/her learning experience. They are also encouraged to attend UN special events and otherwise take advantage of their presence at UN Headquarters to broaden their professional experience. At the conclusion of the internship, he/she will be able to: articulate the purpose of UN Multimedia products and services, and the wide range of clients the materials serve (i.e. media outlets, UN Offices, Missions, NGOs, etc.); understand the basics of the international media environment with its unique needs and requirements; analyze the pros/cons of a situation and recommend an action plan; work with staff of various linguistic and cultural backgrounds through working side by side with UN staff as a full member of the team.
Participation in missions or training courses	N/A
Additional comments	

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**Reference No.: UNDP11, New York – News and Media Division**

## Required Qualifications

Academic qualification (student, B.A., M.A.)	The candidate must meet one of the following conditions: <ul style="list-style-type: none"> <li>• be enrolled in a post-graduate school programme (second university degree or equivalent, or higher); or</li> <li>• be enrolled in the final academic year of a first university degree programme (minimum Bachelor's level or equivalent); or</li> <li>• have graduated with a university degree (as defined in (a) or (b) above) and, if selected, must commence the internship within a one year period of graduation.</li> </ul>
Subjects	Communications, journalism, broadcast media, public relations, marketing, information studies, or other related field.
Language Skills	The intern must be able to carry out his/her functions in English. Excellent writing and speaking skills in English are required. Proficiency in any other UN official languages (especially French, but also Arabic, Russian and/or Spanish), Kiswahili or Portuguese, is an asset.
Computer literacy	Demonstrated proficiency using Microsoft Office applications required. Demonstrated proficiency in using online and offline research tools is required. Experience in the appropriate and effective use of social media in a professional context, familiarity with HTML and/or presentation software or platform, are desirable.
Internship-related experiences	The intern will engage in events and activities organized for all interns in the UN Secretariat, ranging from lectures to social outings and a photo opportunity with the Secretary-General.
Additional skills/requirements	<p><b>Professionalism</b> – Conscientiousness and efficiency in meeting commitments, observing deadlines and achieving results. Persistence and creativity when faced with problems or challenges and the ability to remain calm in stressful situations. Establishes priorities, plan, monitor and report on his/her own work plan. Exercises good judgment in the context of assignments given. Excellent research and analytical skills.</p> <p><b>Communication</b> – Strong communication skills (spoken and written), including the ability to draft/compile a variety of written communications in a clear, concise style in ways appropriate for a given audience.</p> <p><b>Teamwork</b> – Good interpersonal skills and ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic, multi-linguistic environment with sensitivity and respect for diversity.</p> <p><b>Client Orientation</b> – Ability to interact effectively with current and potential clients in order to build and maintain effective business relationships.</p> <p><b>Work experience</b> – Experience in journalism, broadcast media, communications, public relations, marketing, or related fields (paid or unpaid); national/international experience is desirable.</p>

**CARLO SCHMID PROGRAMME**  
 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS  
 PLACEMENT OFFER 2016/2017

**Reference No.: UNDP/2, New York – UN Social Media**

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

**Placement Offer**

Dates/duration	01.09.2016 – 28.02.2017, 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 Chief of the Communications Campaigns Service, 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"> <li>- 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</li> <li>- Draft quality social media content for the different UN social media</li> <li>- Assist in ensuring coverage of priority issues and/or major events including coordinating efforts, monitoring and reporting on progress and analysing the outcome</li> <li>- Contribute to different UN communication campaigns</li> <li>- Support the production of regular reports on performance of the different UN social media accounts</li> <li>- Identify trends and issues and monitor developments and public opinion towards the UN in social networks</li> </ul>
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.
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"> <li>- To provide the general public with a better understanding of UN work and issues on the UN agenda</li> <li>- Promote UN priority messages and campaigns, featuring major UN news, report launches and information products.</li> <li>- Highlight the work of the Secretary-General and other officials.</li> <li>- Counter misinformation about the UN.</li> <li>- Engage with social media followers (answering questions, responding to comments, etc.).</li> <li>- Highlight the best social media content from around the UN System to promote a holistic image of the UN.</li> <li>- Provide a behind-the-scenes look at the work of the UN.</li> <li>- Across all major platforms (Facebook, Flickr, Google+, Instagram, LinkedIn, Tumblr, Twitter, YouTube, Vine and Weibo), over 20 million people have signed up to receive UN updates.</li> </ul>

**Required Qualifications**

**CARLO SCHMID PROGRAMME**  
 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS  
 PLACEMENT OFFER 2016/2017

**Reference No.: UNDP/2, New York – UN Social Media**

Academic qualification (student, B.A., M.A.)	<p>Applicants for this post must meet one the following requirements:</p> <ul style="list-style-type: none"> <li>- Be enrolled in a graduate school programme (second university degree or equivalent, or higher);</li> <li>- Be enrolled in the final academic year of a first university degree programme (minimum Bachelor's level or equivalent); OR</li> <li>- Have graduated with a university degree (as defined above) and, if selected, must commence the internship within a one-year period of graduation.</li> </ul> <p>Intern <b>MUST</b> be enrolled in graduate programme for the duration of the internship!</p>
Subjects	<p>Studies in the field of communication, journalism, international relations, public administration or related areas are an advantage.</p>
Language Skills	<p>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).</p>
Computer literacy	<ul style="list-style-type: none"> <li>- Microsoft Office.</li> <li>- Knowledge of Adobe Photoshop or a similar photo or image editing software is desirable.</li> <li>- Knowledge of WordPress or similar blog tool or publishing platform is an advantage.</li> </ul>
Internship-related experiences	<p>Applicants are not required to have professional work experience for participation in the programme.</p>
Additional skills/requirements	<ul style="list-style-type: none"> <li>- Photographic and/or skills are an advantage</li> <li>- Proven interest in social media (Twitter, Facebook, Google+, Instagram, LinkedIn, Vine, Tumblr, etc.)</li> <li>- Willingness to work non-standard work hours and weekends on limited occasions.</li> </ul>

**CARLO SCHMID PROGRAMME**  
 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS  
 PLACEMENT OFFER 2016/2017

**Reference No.: UNECE1, Genf - International Environmental Law**

Name of host organisation	United Nations Economic Commission for Europe (UNECE)
Internship Coordinator	Maike Salize Christiansen
Address	Aarhus Convention Secretariat, UNECE, Environment Division Palais des Nations, 8-14 avenue de la Paix CH - 1211 Geneva 10, Switzerland
Homepage	<a href="http://www.unece.org/env/pp/welcome.html">http://www.unece.org/env/pp/welcome.html</a>

**Placement Offer**

Dates/duration	15.10.2016 – 15.04.2017, 6 months
Supervisor	Maike Salize Christiansen, Fiona Marshall
Detailed description of the internship project(s); tasks assigned	<p>The Aarhus Convention on Access to Information, Public Participation in Decision-making and Access to Justice in Environmental Matters is the only international legally binding instrument that gives the public broad and concrete rights to participate in decision-making and to have access to information and justice regarding the environment. In doing so, the Convention links environmental and human rights and aims to protect the rights of both present and future generations to live in a healthy environment.</p> <p>During their internship, interns have the opportunity to apply their legal skills in the UN context, working closely with officers in the secretariat and gaining hands-on experience in many aspects of servicing a high profile international environmental treaty. A notable component of the internship is the opportunity to support the work of the Aarhus Convention's innovative Compliance Committee, an international committee that hears cases brought by members of the public and governments seeking to ensure the Convention's rights are upheld.</p> <p>Moreover, interns will assist in preparations for, and servicing of, international meetings held under the Convention and its Protocol on Pollutant Release and Transfer Registers (PRTRs), including meetings of the meeting of the Task Force on Access to Information as well as preparations for the sixth session of the Meeting of the Parties to the Aarhus Convention to take place in 2017. Other tasks include preparation of official documents and analyses, and support to the Convention's communication activities, such as uploading resources to the Aarhus Convention Clearinghouse on Environmental Democracy.</p>
Training components and learning elements	Hands-on experience in the work of a secretariat to a UN treaty and direct exposure to international environmental governance in action and Application of legal skills in a UN context.
Participation in missions or training courses	Preparation of and participation in meetings of the international Compliance Committee and other intergovernmental meetings, including Task Force meeting.
Additional comments	

**CARLO SCHMID PROGRAMME**  
 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS  
 PLACEMENT OFFER 2016/2017

**Reference No.: UNECE1, Genf - International Environmental Law**

**Required Qualifications**

Academic qualification (student, B.A., M.A.)	<ul style="list-style-type: none"> <li>• Be enrolled in an advanced degree programme in a graduate school (second university degree or equivalent, or higher);</li> <li>• Be enrolled in the final academic year of a first university degree programme (minimum Bachelor's level or equivalent);</li> <li>• Have graduated with a university degree (as defined above) and, if selected, must commence the internship either prior to graduation, or within a one year period of graduation.</li> </ul> <p>For details: <a href="http://www.unece.org/oes/internships/internship_prog.html">http://www.unece.org/oes/internships/internship_prog.html</a></p>
Subjects	Law, preferably including international and/or environmental law
Language Skills	<p>Fluency in written and spoken English          Fluency in Russian and/or French is desirable</p>
Computer literacy	<p>MS Office (Word, Excel, PPT), Lotus Notes          Experience with CMS (Typo3, Joomla etc.) as well as online survey tools</p>
Internship-related experiences	
Additional skills/requirements	

**CARLO SCHMID PROGRAMME**  
FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS  
PLACEMENT OFFER 2016/2017

**Reference No.: UNECE2, Genf – Inter-Governmental Programme**

Name of host organisation	United Nations Economic Commission for Europe (UNECE)
Internship Coordinator	Vitalija Gaucaite Wittich
Address	Population Unit, United Nations Economic Commission for Europe, Palais des Nations, Avenue de la Paix 8-14, 1211 Geneva 10 Switzerland
Homepage	<a href="http://www.unece.org/pau/welcome.html">http://www.unece.org/pau/welcome.html</a>

**Placement Offer**

Dates/duration	01.09.2016 – 28.02.2017, 6 months
Supervisor	Vitalija Gaucaite Wittich
Detailed description of the internship project(s); tasks assigned	<p><b>Background:</b> The Population Unit is promoting policy dialogue among UNECE member States on various facets of demographic change. The Unit is serving as the Secretariat to the UNECE Working Group on Ageing, an intergovernmental body, and is contributing towards better-informed policy-making by developing and coordinating a programme of data collection and research, the Generations and Gender Programme (GGP). The UNECE covers a region that spreads from North America over Western and Central Europe to Eastern Europe and Central Asia (56 member States).</p> <p><b>Objective:</b> Participation in all activities related to the inter-governmental programme on ageing: assist in implementing the Madrid International Plan of Action on Ageing (MIPAA) in the region, in particular activities set out in the Programme of Work of the UNECE Working Group on Ageing.</p> <p><b>Work plan:</b> Based on the requirements of the programmes and the background of the candidate, the following tasks would be performed under the supervision of the programme officer and the Chief of Unit.</p> <ul style="list-style-type: none"> <li>• Contributing to the work of the UNECE Working Group on Ageing: <ul style="list-style-type: none"> <li>◦ Participate in the 3<sup>rd</sup> review and appraisal of MIPAA in the region and in the initial preparations of the 2017 Ministerial Conference on Ageing</li> <li>◦ Participate in the implementation of different components of the Programme of Work of the Working Group on Ageing (which will be adopted in late November 2015)</li> <li>◦ Organization of 9<sup>th</sup> meeting of the Working Group on Ageing (November 2016)</li> <li>◦ Assist in facilitating activities of the Bureau of the Working Group on Ageing</li> <li>◦ Drafting of reports and preparing of presentations;</li> <li>◦ Researching and organizing reference materials for policy briefs and analytical papers on ageing</li> </ul> </li> <li>• Contributing to the management of the GGP programme (a data collection programme) <ul style="list-style-type: none"> <li>◦ Maintenance and further development of the online bibliography of publications based on GGP data</li> </ul> </li> <li>• Contributing to press work and outreach (drafting contributions for UNECE Newsletter, press releases, social media, identify topics of interest and occasions for communication)</li> </ul>

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 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS  
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**Reference No.: UNECE2, Genf – Inter-Governmental Programme**

	<ul style="list-style-type: none"> <li>Assisting in preparation of material for capacity development on ageing-related policies and programmes.</li> <li>Assist in any other day-to-day activities of the unit, incl. unit meetings, reporting activities</li> </ul>
Training components and learning elements	<ul style="list-style-type: none"> <li>Hands-on experience with an intergovernmental political process and with coordination of an international research infrastructure</li> <li>Learning to use findings from empirical social research in policy briefs and other material that targets policymakers</li> <li>Better understanding of the major demographic challenges in contemporary developed societies</li> <li></li> </ul>
Participation in missions or training courses	Participation in the 9 <sup>th</sup> meeting of the Working Group on Ageing in Geneva.
Additional comments	<p>The candidate would directly work with all members of the team and thereby get good insights into all working areas of the Unit.</p> <p>Based in Geneva in the Palais des Nations, the candidate will have ample opportunity to attend meetings and events organized by United Nations agencies and other international organizations and stakeholders and to work in an international environment.</p>

**Required Qualifications**

Academic qualification (student, B.A., M.A.)	Student Intern MUST be enrolled in graduate programme for the duration of the internship!
Subjects	Major subjects in either Demography, Statistics, Economics, Social and Political Sciences, International Relations or related fields
Language Skills	Very good command of English a requirement Knowledge of Russian and/or French an advantage
Computer literacy	Good skills in using Microsoft Office. Familiarity with a statistical software package such as Stata is an advantage.
Internship-related experiences	No prior experience required. Desirable experience with organization of meetings, larger groups or networks. Desirable experience with population issues, e.g. ageing, generations and gender. Some experience in dealing with quantitative information and skills of statistical analysis of survey data would be an advantage.
Additional skills/requirements	Good drafting skills in English. Good communication skills, team player

**CARLO SCHMID PROGRAMME**  
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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	<a href="http://www.unece.org/forests">www.unece.org/forests</a>

## Placement Offer

Dates/duration	01.09.2016 – 28.02.2017, 6 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><b>Forest Sector Outlook</b></p> <ul style="list-style-type: none"> <li>• Provide support to the Team of Specialists on Forest Sector Outlook Studies in the UNECE region</li> <li>• Analyse the current trends and potential future developments in wood use for energy and products.</li> </ul> <p><b>Wood Energy</b></p> <ul style="list-style-type: none"> <li>• Collect, validate, analyse and publish data on wood used for energy generation (Joint Wood Energy Enquiry);</li> <li>• Improve cross-sectoral cooperation with other international organisations in the field of renewable energy data (i.e. IEA, Eurostat, etc.).</li> </ul> <p><b>Sustainable forest management</b></p> <ul style="list-style-type: none"> <li>• Develop an interactive database on the pan-European indicators;</li> <li>• Contribute to the analysis, management and structure of the UNECE/FAO data on forests management, functions and services;</li> <li>• Measure progress made towards achieving Sustainable Development Goals (SDG).</li> </ul> <p><b>Forest products</b></p> <ul style="list-style-type: none"> <li>• Policy input of forest policies;</li> <li>• Assist migration of the database to a new dissemination system.</li> </ul> <p>The <i>UNECE/FAO Forestry and Timber Section</i> hosts two meetings of its parent</p>

**CARLO SCHMID PROGRAMME**  
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**Reference No.: UNECE-FAO1, Genf - Forestry and Timber Section**

	<p>bodies every year. The <i>Committee on Forests and the Forest Industry</i> is a high level policy meeting of member States usually taking place in November. The <i>Working Party on Forest Statistics, Economics and Management</i> focuses more on technical discussions of the policy-data interface and usually takes place at the end of March. These meetings will be highly interesting for the DAAD incumbent, since the incumbent will experience the practical interaction between countries and work of UNECE/FAO secretariat. Thus, the incumbent will learn how countries provide feedback on the work delivered by the secretariat and the tasks to be accomplished.</p>
Training components and learning elements	<ul style="list-style-type: none"> <li>• Candidates will develop a high level of individual responsibility and teamwork, they will receive the necessary support and guidance;</li> <li>• Exposure to international forestry, bioenergy, and climate change issues;</li> <li>• Develop knowledge of working procedures of international organizations;</li> <li>• Cooperation with other organizations such as the European Commission, FAO, etc.;</li> <li>• Collect, check, analyse data and management of significant amounts of data (Access, Excel)</li> </ul>
Participation in missions or training courses	<p>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.</p>
Additional comments	<p>The Forestry and Timber Section implements the UNECE/FAO integrated programme of work on timber and forestry. It covers many aspects of forestry, including policy, markets, climate change, resources, long-term outlooks and capacity building work. 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 one former incumbent is working in the team.</p>

## Required Qualifications

Academic qualification (student, B.A., M.A.)	<p>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).</p>
Subjects	<p>Economics, social sciences, biology, statistics, environmental sciences, forestry or another related field.</p>
Language Skills	<p>Good command of English. Ability to read, speak and/or write Russian and/or French would be an asset.</p>
Computer literacy	<p>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.</p>
Internship-related experiences	<p>None required, although ideally would be familiar with working in international environment.</p>
Additional skills/requirements	<p>Experience in organizing (international) meetings would be a plus.</p>

**CARLO SCHMID PROGRAMME**  
FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS  
PLACEMENT OFFER 2016/2017

**Reference No.: UNECE-FAO2, 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	<a href="http://www.unece.org/forests">www.unece.org/forests</a>

### Placement Offer

Dates/duration	01.09.2016 – 28.02.2017, 6 months
Supervisor	Ekrem Yazici, UNECE/FAO Forestry and Timber Section
Detailed description of the internship project(s); tasks assigned	<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>.</p> <p>The UNECE and FAO, in collaboration with many stakeholders, developed an Action Plan for the Forest Sector in a Green Economy (Rovaniemi Action Plan) that was adopted by Member States in December 2013. The Action Plan describes how the forest sector in the UNECE region could lead the way towards a global bio-based economy. It identifies an overall vision, strategies and a number of areas of activity. For each area of activity, it proposes objectives, actions, and identifies potential actors.</p> <p>The General Assembly approved the resolution 70/1 <i>“Transforming our world: the 2030 Agenda for Sustainable Development”</i>. The resolution contains a strong mandate for regional commissions of the UN. The new goals and targets will come into effect on 1 January 2016 and will guide the decisions we take over the next 15 years. The Forestry and Timber Section will work to implement the Agenda, in particular goal 15, at the regional level, taking into account different national realities, capacities and levels of development and respecting national policies and priorities.</p> <p>The intern will be working within the forestry governance and policy field of the section, which also incorporates capacity-building. The UNECE/FAO Forestry and Timber Section is set within a science-policy interface, which implies a stakeholder inclusion from the ministries of the UNECE member countries, as well as academia and research institutes and representatives from the private sector. One area of focus will be on national forestry policy dialogues, as well as the regional and national coordination of forest policies. The second area will be in reviewing the development of the Rovaniemi Action Plan on the green economy. Potential areas of work could be integrating the Rovaniemi Action Plan with the Sustainable Development Goals of the post 2013 agenda.</p> <p>The Carlo Schmid fellow can make a significant contribution by supporting the UNECE/FAO on forest policy, governance and analysis such as:</p> <p><b>Forestry Policy Dialogue:</b></p> <ul style="list-style-type: none"> <li>• Finalize the study on forest ownership;</li> <li>• Reporting on forest relevant indicators for the reporting on Sustainable Development Goals;</li> <li>• Develop of national forestry dialogues, as well as background support for the regional and national coordination of forestry policies;</li> <li>• Analyse the impact of forest policy in the past 15 years in Eastern Europe and the Commonwealth of Independent States (CIS);</li> <li>• Assist the secretariat to service Teams of Specialists on Forest Policy and Forest</li> </ul>

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**Reference No.: UNECE-FAO2, Genf - Forestry and Timber Section**

	<p>Sector Outlook.</p> <p><b>Green Economy from a forest policy perspective:</b></p> <ul style="list-style-type: none"> <li>• Reviewing actions taken to support the green economy and the progress made toward achieving the goals;</li> <li>• Analyse how the idea of a green economy influences real policy making;</li> <li>• Improve measuring the progress made by the forest sector in its contribution towards a greener economy.</li> </ul>
Training components and learning elements	<ul style="list-style-type: none"> <li>• Candidates will develop a high level of individual responsibility and teamwork, they will receive the necessary support and guidance;</li> <li>• Exposure to international forest policy, international governance, bioenergy, and climate change issues;</li> <li>• Develop knowledge of working procedures of international organizations;</li> <li>• Cooperation with other organizations such as the European Commission, FAO, etc.).</li> </ul>
Participation in missions or training courses	As is feasible and related to responsibilities. In the past DAAD fellows have participated in missions 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 on timber and forestry. The UNECE region includes countries from North America, Europe, Russia and Central Asia and therefore has a wide range in forestry policies. The Forestry and Timber section implements the UNECE/FAO integrated programme of work on timber and forestry. The latter also entails a forestry policy focus which incorporates the link between sustainable forest management and a green economy approach. It addresses the interaction between forest policies and other sectors such as wood energy, land use and the forest extent. The implications of climate change and adaptation measures are covered by the integrated programme of work. In order to support the work of the section, four work areas and teams of specialists have been established by the secretariat which aim at data monitoring and assessment, policy dialogue &amp; advice, communication and outreach and capacity-building.</p> <p>Previous CSP interns have been successful in using this experience for employment in international fields and one former incumbent is 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, political science, environmental governance, social sciences, 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.
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.

**CARLO SCHMID PROGRAMME**  
FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS  
PLACEMENT OFFER 2016/2017

**Reference No.: UNEP1, 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	<a href="http://www.unep-wcmc.org">www.unep-wcmc.org</a>

### Placement Offer

Dates/duration	01.09.2016 – 28.02.2017, 6 months
Supervisor	Frances Davis, Species Programme, UNEP-WCMC
Detailed description of the internship project(s); tasks assigned	<p>UNEP-WCMC is the specialist biodiversity assessment arm of UNEP. We provide various biodiversity-related services to UNEP, governments, Multilateral Environmental Agreements, NGOs and the private sector. 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 placed in Cambridge, which is 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 in support of 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 to 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 also be expected to participate in the day-to-day tasks of the Programme, including maintaining/updating our data holdings, working on species assessments and other outputs and contributing to development ideas, to gain practical experience of working in a leading environmental organisation.</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 in various project work 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>

**CARLO SCHMID PROGRAMME**  
 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS  
 PLACEMENT OFFER 2016/2017

**Reference No.: UNEP1, Cambridge – Species Programme**

	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.
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	The intern will need to arrange his/her own visa (if necessary) to stay in the UK for the length of the internship.

**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. 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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FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS  
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**Reference No.: UNEP2, Genf – Economics and Trade Branch (ETB)**

Name of host organisation	United Nations Environment Programme
Internship Coordinator	Claudia Assmann
Address	Economics and Trade Branch (ETB) United Nations Environment Programme (UNEP) 1219 Châtelaine/Geneva Switzerland
Homepage	<a href="http://www.unep.org/">http://www.unep.org/</a>

## Placement Offer

Dates/duration	01.09.2016 – 28.02.2017, 6 months
Supervisor	Fulai SHENG
Detailed description of the internship project(s); tasks assigned	<p>The intern will work with UNEP-ETB's Economic Research Unit. The position will be linked to the following streams of UNEP's Green Economy work:</p> <ul style="list-style-type: none"> <li>- Measuring progress towards a Green Economy: developing and designing policy guidelines for GE indicators, the development of a green economy progress index and macro-economic modelling at the global and national levels;</li> <li>- Macro-economic policy for a Green Economy: fiscal policy reform, green investment, green industrial policy, technological change and innovation policy, and green jobs;</li> <li>- South-South Cooperation and knowledge exchange in Central Asia and Mongolia to enhance the transition to a low-carbon, resource-efficient economy;</li> <li>- Work stream on investment and financing for a green economy.</li> </ul> <p>More specifically, the job will entail the following tasks:</p> <ul style="list-style-type: none"> <li>- Prepare concept notes and short briefings in the above-mentioned areas;</li> <li>- Carry out background research, including data collection;</li> <li>- Assist with the overall implementation of research projects and preparation of reports;</li> <li>- Prepare communication material and support outreach activities;</li> <li>- Assist with the organization of workshops and conferences.</li> </ul>
Training components and learning elements	During the internship, the intern will have the opportunity to learn and research on topics related to a Green Economy, such as green industrial policy, Green Economy indicators and modelling, and green fiscal policies.
Participation in missions or training courses	The intern will have access to an Introductory Climate Change online course; 'UN Security in the Field' online training, and online resources of the Green Economy Academy. Depending on the team schedule, the intern will also be able to participate in workshops organized by the research team on Green Economy.
Additional comments	The intern will be able to attend international conferences and workshops in Geneva, organized by other UN agencies, for example meetings in Palais des Nations and WTO.

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**Reference No.: UNEP2, Genf – Economics and Trade Branch (ETB)**

### **Required Qualifications**

Academic qualification (student, B.A., M.A.)	Master's degree; maximum one year can have elapsed after graduation when starting the internship.
Subjects	Economics, International Relations, Environmental Sciences, 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.
Computer literacy	Proficiency computer knowledge on Microsoft Office applications.
Internship-related experiences	Previous work experience in the area of green economy, climate change, or environmental economics 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 economics. 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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 PLACEMENT OFFER 2016/2017

**Reference No.: UNESCO1, Quebec - Institute for Statistics**

Name of host organisation	UNESCO Institute for Statistics, Montreal, Canada
Internship Coordinator	Rossella Salvia
Address	UNESCO Institute for Statistics C.P. 6128 Succursale Centre-ville Montreal, Quebec, H3C 3J7 Canada
Homepage	<a href="http://www.uis.unesco.org/">http://www.uis.unesco.org/</a>

**Placement Offer**

Dates/duration	01.09.2016 – 28.02.2017, 6 months
Supervisor	Martin Schaaper
Detailed description of the internship project(s); tasks assigned	<p>The UNESCO Institute for Statistics (UIS) is the statistical branch of the United Nations Educational, Scientific and Cultural Organisation (UNESCO). The Institute produces the data and methodologies to monitor trends at national and international levels. It delivers comparative data for countries at all stages of development to provide a global perspective on education, science and technology, culture, and communication.</p> <p>For more than 30 years, UNESCO through its Natural Sciences Sector at Headquarters, Field Offices, and the UNESCO Institute for Statistics, has conducted studies on the role of women in science and the gender dimensions of policies related to the development and application of science, technology and innovation (STI) for sustainable development. It has also published the most comprehensive manual on gender indicators in science and engineering.</p> <p>UNESCO is undertaking a project entitled “Improved Measurement of Gender Equality in Science and Engineering”, which will address new issues that were not adequately described in previous studies, and follow-up on one of the main overall conclusions: the lack of adequate information for decision making in this area.</p> <p>The overall goals of this project are to:</p> <ul style="list-style-type: none"> <li>- Reduce the gender gap in science, technology, engineering and mathematics (STEM) fields in all countries at all levels of education and research;</li> <li>- Analyse gender related policies and indicators and how they affect the gender balance in STEM; and</li> <li>- Strengthen gender equality perspectives in science policy design.</li> </ul> <p>A tool kit is under development that will contain a suite of instruments to assess the situation at country level concerning gender policies and careers of men and women in science, technology, engineers and mathematics.</p> <p>Under the supervision of the Program Specialist STI statistics, and in close cooperation with the project officer and the statistical assistant of the project, the task of the intern will be to conduct a study on a country yet to be decided, by applying the toolkit to that country. This will include making an inventory of:</p> <ul style="list-style-type: none"> <li>- gender equality policies in STEM;</li> <li>- higher education statistics, labour-force, census, R&amp;D and innovation statistics;</li> <li>- CV databases;</li> </ul>

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	<ul style="list-style-type: none"> <li>- Individual-based surveys;</li> <li>- Outcome and impact indicators;</li> <li>- Any other data source with information on career drivers and barriers.</li> </ul> <p>All of these should be broken down by sex.</p> <p>Data should be collected from these sources and an analytical study done, leading to recommendations to the country to improve their data collection relating to gender and STEM.</p>
Training components and learning elements	<p>Training:</p> <ul style="list-style-type: none"> <li>- Which are the internationally comparable STI and STEM policies and indicators.</li> </ul> <p>Learning:</p> <ul style="list-style-type: none"> <li>- Gender equality in STEM.</li> <li>- Dealing with large data sets from various sources, assessing comparability between sources and with other countries.</li> <li>- Improving analytical capabilities.</li> <li>- Operating in an international environment.</li> </ul>
Participation in missions or training courses	Depending on the country selected, a mission to that country might be necessary.
Additional comments	

**Required Qualifications**

Academic qualification (student, B.A., M.A.)	Advanced university degree
Subjects	Statistics-related subjects
Language Skills	very good knowledge of English; any second language is welcome
Computer Literacy	Data analysis skills
Internship-related experiences	Relevant previous work experience will be considered an asset.
Additional skills/requirements	<ul style="list-style-type: none"> <li>- Knowledge in survey design taking into account the current international developmental agenda, policy-relevance, and current data availability;</li> <li>- Skills in evaluating surveys, STI data, and data collection process;</li> <li>- Knowledge of the international developmental agenda in the field of gender equality in STEM;</li> <li>- Managing projects with multiple international stakeholders and partners in the field of gender equality in STEM.</li> </ul>

**CARLO SCHMID PROGRAMME**  
 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS  
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**Reference No.: UNESCO2, Jakarta – Press Freedom and Journalistic Safety**

Name of host organisation	UNESCO Jakarta Office
Internship Coordinator	Ms Rossella SALVIA
Address	UNESCO Jakarta Office Galuh II no 5, Kebayoran Baru Jakarta 12110 Indonesia
Homepage	www.unesco.org

### Placement Offer

Dates/duration	01.09.2016 – 28.02.2017, 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"> <li>• 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.</li> <li>• 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.</li> <li>• Assist in the preparation and organization UNESCO's flagship awareness-raising activities, namely the World Press Freedom Day (3 May), the International Day to End Impunity for Crimes against Journalists (2 November), World Radio Day (13 February).</li> <li>• 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.</li> <li>• Contribute to resource mobilization by playing an active role in the preparation of fundraising proposals, strategy documents and project implementation reports in HQ and in Jakarta Office.</li> <li>• Assist in drafting of research papers, speeches, briefing notes, news items related to the above activities</li> </ul>
Training components and learning elements	<ul style="list-style-type: none"> <li>• Better understanding of international standards and normative instruments that promotes an enabling environment for freedom of expression, press freedom and journalistic safety.</li> <li>• Hands-on experience in managing, coordinating, and executing major events linked to major International Days.</li> <li>• There may be opportunities for the intern to participate in project activities and training workshops as well as in external conferences and cooperation meetings</li> </ul>
Participation in missions or	Contingent on availability of fund

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training courses	
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.)	Master’s degree or above
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"> <li>1) Good organizational skills and excellent time management;</li> <li>2) Ability to meet deadlines and willingness to take additional responsibilities;</li> <li>3) Strong communication skills;</li> <li>4) Flexibility, team spirit and ability to work in a multi-cultural team environment and be an effective team player;</li> <li>5) Sound judgment and excellent analytical skills;</li> <li>6) Strong interpersonal skills, including tact, diplomacy and political sensitivity to handle delicate interactions with a wide range of partners;</li> <li>7) Willingness and ability to undertake missions to the field away from duty station including to remote and provincial communities;</li> </ol>

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**Reference No.: UNESCO3, Paris - Associated School Project Network**

Name of host organisation	UNESCO
Internship Coordinator	Rossella SALVIA
Address	7, place de Fontenoy 75352 Paris 07 SP France
Homepage	www.unesco.org\education\asp

**Placement Offer**

Dates/duration	01.09.2016 – 28.02.2017, 6 months
Supervisor	Sabine Detzel, Focal Point for the International Coordination of the UNESCO Associated Schools Project Network (ASPnet)
Detailed description of the internship project(s); tasks assigned	<p>Within the International Coordination of the UNESCO Associated School Project Network (ASPnet), the incumbent will contribute to:</p> <ul style="list-style-type: none"> <li>- assist with the implementation of the new ASPnet Strategy and Plan of Action (2014-2021) at the international level (new Kit for ASPnet National Coordinators; online platform...);</li> <li>- assist with the preparation of the UNESCO ASPnet activities, in particular within the flagship projects and other topics concerning innovation in particular in Global Citizenship Education;</li> <li>- assist in identifying examples of quality education practices with emphasis on peace and education for sustainable development (including climate change, biodiversity, Disaster Risk Reduction) based on ASPnet activities;</li> <li>- assist with providing technical assistance to UNESCO Member States, including drafting of correspondence, reports and simple translation;</li> <li>- assist in organizing and preparing information and briefings on ASPnet activities worldwide, including the drafting of web news and entries for the ASPnet database;</li> <li>- assist with any other tasks required by UNESCO.</li> </ul>
Training components and learning elements	The fellow will acquire working methods within an International Coordination at UNESCO and will reinforce competence and skills.
Participation in missions or training courses	Participation in training courses organized by HRM will be encouraged.
Additional comments	The impact of the work within the International Coordination of ASPnet would result in improved visibility of school-based activities, experimentation of innovative methods/materials and the mainstreaming of innovations into national education systems.

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**Reference No.: UNESCO3, Paris - Associated School Project Network**

**Required Qualifications**

Academic qualification (student, B.A., M.A.)	Intern <b>MUST</b> be enrolled in graduate programme for the duration of the internship! University degree.
Subjects	Education or related discipline (Social Sciences, International Relations, Communication or Anthropology).
Language Skills	Very good knowledge in English and good knowledge in French.
Computer literacy	Advanced level skills in MS Office.
Internship-related experiences	Previous relevant internship experience will be considered an asset
Additional skills/requirements	Good organisational capacities, team spirit, talent for communication, flexibility and adaptability, ability to find creative solutions. Work or living experience in different countries is an asset.

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**Reference No.: UNESCO4, Paris - Emergency Preparedness and Response Unit**

Name of host organisation	United Nations Educational, Scientific, and Cultural Organization (UNESCO)
Internship Coordinator	Mr Giovanni Boccardi Chief Emergency Preparedness and Response Unit Culture Sector
Address	7, place de Fontenoy 75015 Paris France
Homepage	<a href="http://en.unesco.org/themes/heritage-risk">http://en.unesco.org/themes/heritage-risk</a>

## Placement Offer

Dates/duration	05.09.2016 – 05.03.2017, 6 months
Supervisor	Mr Giovanni Boccardi
Detailed description of the internship project(s); tasks assigned	<p>The Emergency Preparedness and Response Unit coordinates UNESCO's response to cultural emergencies, both in the context of armed conflicts and natural disasters, and develops innovative approaches to do so. The Unit aims at:</p> <ul style="list-style-type: none"> <li>• Enabling UNESCO's Culture sector to assist Member States, the UN and other international actors to prepare for and deal with emergency situations in an effective and coordinated way;</li> <li>• Ensuring that culture and heritage are integrated in international humanitarian and peace-keeping policies, mechanisms and operations;</li> <li>• Strengthening UNESCO as the leading player and coordinator of international cultural emergency response.</li> </ul> <p>The above goals are achieved by working in the three following areas:</p> <ul style="list-style-type: none"> <li>• <b>Support to programme implementation</b> The Unit provides technical support to, and ensures the coordination of, activities by the Culture Sector (both at Headquarters and in Field Offices) in relation to preparedness and response to emergency situations.</li> <li>• <b>Policy advice and formulation and inter-institutional cooperation</b> The Unit develops policies based on the analysis of lessons learnt, in order to develop a shared sector-wide approach to emergencies, mainstream innovative approaches within the processes of UNESCO's Culture Conventions, create synergies across sectors and integrate a concern for culture and heritage in international humanitarian and peace-keeping frameworks.</li> <li>• <b>Communication, outreach and resource mobilisation</b> The Unit communicates UNESCO's work on cultural emergencies to the large public and the organization's main partners, and mobilizes resources in support of its own programme.</li> </ul> <p>Under the supervision of the Chief of the Emergency Preparedness and Response Unit, the incumbent will perform the following tasks:</p> <ul style="list-style-type: none"> <li>• Assist in research and drafting of texts, statutory documents and reports;</li> <li>• Assist in developing policies and conceptual frameworks;</li> <li>• Assist in preparation of briefings, drafting correspondence and developing web contents;</li> <li>• Assist in the planning and organization of meetings;</li> </ul>

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**Reference No.: UNESCO4, Paris - Emergency Preparedness and Response Unit**

	<ul style="list-style-type: none"> <li>Assist in the administrative management of selected activities.</li> </ul>
Training components and learning elements	<p>By the end of the internship, the incumbent will be able to:</p> <ul style="list-style-type: none"> <li>Understand UNESCO's actions related to the protection of culture in emergency situations in an institutional and policy-making context;</li> <li>Understand the role of cultural heritage in fostering resilience and building peace;</li> <li>Coordinate event planning that requires multi-tasking and logistical planning;</li> <li>Apply time management skills in order to respect tight deadlines;</li> <li>Draft briefings and talking points.</li> </ul>
Participation in missions or training courses	Participation in missions is not foreseen. The selected candidate will be given the opportunity to attend conferences and high-level meetings organized by UNESCO.
Additional comments	

### Required Qualifications

Academic qualification (student, B.A., M.A.)	<ul style="list-style-type: none"> <li>Master degree or equivalent (at least 75% of studies completed).</li> <li>Demonstrated interest in culture, cultural rights or cultural diversity as well as International Relations.</li> </ul>
Subjects	Archaeology, Anthropology, International Relations with a focus on Culture, Disaster Risk Management and Culture, Security Studies.
Language Skills	<ul style="list-style-type: none"> <li>Fluency in English and working knowledge of French</li> <li>Ability to write in a clear and concise manner and to communicate effectively in both languages</li> <li>Working knowledge of Arabic is considered an asset</li> </ul>
Computer literacy	<ul style="list-style-type: none"> <li>Fully proficient computer skills, including Microsoft Office programmes</li> <li>Additional authoring or design software is a plus</li> </ul>
Internship-related experiences	<ul style="list-style-type: none"> <li>Experience in working in a multicultural environment and/or in the field is an asset</li> </ul>
Additional skills/requirements	Team work; strong analytical skills; ability to work under pressure; good interpersonal skills; ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

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**Reference No.: UNESCO-IIEP1, Paris - Ethics, Transparency & Integrity in Education**

Name of host organisation	International Institute for Educational Planning (IIEP-UNESCO), Paris, France
Internship Coordinator	Muriel Poisson
Address	International Institute for Educational Planning (IIEP-UNESCO) 7-9, rue Eugène Delacroix 75016 Paris France
Homepage	<a href="http://www.unesco.org/iiep">http://www.unesco.org/iiep</a> , <a href="http://etico.iiep.unesco.org">http://etico.iiep.unesco.org</a>

### Placement Offer

Dates/duration	05.09.2016 – 05.03.2017, 6 months
Supervisor	Muriel Poisson Head, Research and Development Unit International Institute for Educational Planning (IIEP-UNESCO), Paris, France
Detailed description of the internship project(s); tasks assigned	The intern will have the opportunity to support the work of the International Institute for Educational Planning (IIEP-UNESCO) in the area of ethics, transparency and integrity in education. Under the supervision of the Programme Specialist, the intern will: <ul style="list-style-type: none"> <li>▪ Conduct applied research on the issue of open education data and integrity planning with the help of our widely developed documentation centre and its highly experienced staff;</li> <li>▪ Participate in the design and preparation of training materials and activities for our annual training programme and intensive training courses organized in the field;</li> <li>▪ Assist in the development of the ETICO resource platform, which is a worldwide reference in the domain of ethics and corruption in education and participate in the design of the ETICO communication strategy;</li> <li>▪ Liaise with various international partners (development agencies, international organizations, civil society institutions, etc.) as needed;</li> <li>▪ Assist in other programme activities as required.</li> </ul>
Training components and learning elements	The intern will be able to develop and exercise his/her skills in the following areas, with adequate technological support from competent colleagues: <ul style="list-style-type: none"> <li>▪ Applied research and training;</li> <li>▪ Web content management;</li> <li>▪ Web and social media strategy development;</li> <li>▪ Networking with various international partners;</li> <li>▪ Working in an international environment;</li> <li>▪ Working within the UN context.</li> </ul>
Participation in missions or training courses	The intern will participate in IIEP's prominent specialized courses held at the Institute's Headquarters, and thus work alongside with educational managers from a wide range of countries (in particular developing countries and countries in transition), assisting in their apprenticeship.
Additional comments	IIEP's research and training programme on "Ethics and corruption in education", which has been implemented since 2001, has gained much recognition worldwide through its workshops, study tours, policy forums, courses, its database and information platform, and its internationally renowned publications.

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**Reference No.: UNESCO-IIEP1, Paris - Ethics, Transparency & Integrity in Education**

### Required Qualifications

Academic qualification (student, B.A., M.A.)	University BA degree, and preferably a Masters degree. Intern <b>MUST</b> be enrolled in graduate programme for the duration of the internship!
Subjects	<ul style="list-style-type: none"> <li>▪ Social science;</li> <li>▪ Political science;</li> <li>▪ Economic/development sciences;</li> <li>▪ (Education focus would be an advantage).</li> </ul>
Language Skills	<ul style="list-style-type: none"> <li>▪ Excellent English skills;</li> <li>▪ French would be an asset.</li> </ul>
Computer literacy	<ul style="list-style-type: none"> <li>▪ Use of Microsoft Soft Office programme (Word, Excel, Power Point, Outlook).</li> <li>▪ Experience in website content management desired.</li> </ul>
Internship-related experiences	<ul style="list-style-type: none"> <li>▪ Analytical skills (e.g. with regard to research work);</li> <li>▪ Writing skills;</li> <li>▪ Ability to work independently.</li> </ul>
Additional skills/requirements	<ul style="list-style-type: none"> <li>▪ Specific skills on educational planning and management would be desirable.</li> </ul>

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**Reference No.: UNESCO-IIEP2, 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 France
Homepage	<a href="http://www.iiep.unesco.org/">http://www.iiep.unesco.org/</a>

## Placement Offer

Dates/duration	01.09.2016 – 28.02.2017, 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 studies 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. During 2015/16, an international survey and a case study research were implemented under this project. During 2016/17 they together will lead to the preparation of a series of publications (synthesis report and individual cases) and the development of tools (technical guidelines, policy briefs, training materials) that shall guide national and institutional reforms in the area. During 2016/17, 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.</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> <ol style="list-style-type: none"> <li>a) Contribute to the exploitation of the international survey and the case study research in the area of governance and quality assurance in higher education       <ul style="list-style-type: none"> <li>• Edit and format documents/materials produced within the framework of the research,</li> <li>• Draft synthesis papers summarizing the main outcomes of the research (technical guidelines, policy briefs, training materials, etc.)</li> </ul> </li> <li>b) 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       <ul style="list-style-type: none"> <li>• 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</li> </ul> </li> <li>c) Contribute to the DAAD funded EWAQAS initiative, namely       <ul style="list-style-type: none"> <li>• Support a distance education programme for higher education officials from Ministries of education and higher education institutions in the area of external quality assurance in Central Africa.</li> </ul> </li> </ol>

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	<p>d) 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"> <li>• Contribute to the development and improvement of the web site</li> <li>• Update regularly the information on this web page (under Typo 3)</li> </ul>
Training components and learning elements	<p>The Fellow will :</p> <ul style="list-style-type: none"> <li>• gain insights from working in a specialized United Nations organization, such as UNESCO, including its mandates and organizational culture;</li> <li>• learn about the workings of an institution engaged in policy research in education at international level;</li> <li>• learn technical skills to draft research proposals, edit research publications, write policy briefs, and prepare presentations on research findings;</li> <li>• acquire knowledge of policy formulation and planning of educational systems in the global South;</li> <li>• develop social skills in interacting with partners from various regions, languages, religions, and cultures.</li> </ul>
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.: UNFP1, New York – Conflict Management**

Name of host organisation	Office of the Ombudsman for United Nations Funds and Programmes Participating United Nations Funds and Programmes: UNDP/UNFPA/UNICEF/UNOPS/UNWOMEN
Internship Coordinator	Mrs. Nancy Ross
Address	304 East 45 <sup>th</sup> Street, 6 <sup>th</sup> floor New York, NY 10017 USA
Homepage	<a href="http://www.fpombudsman.org">www.fpombudsman.org</a>

## Placement Offer

Dates/duration	01.09.2016 – 28.02.2017, 6 months
Supervisor	Alayne Frankson-Wallace, Ombudsman and Giuseppe de Palo, Ombudsman
Detailed description of the internship project(s); tasks assigned	<p>Works in a team of Ombudsmen, mediators and conflict management experts who cover 5 UN Funds and Programmes (UNDP/UNFPA/UNICEF/UNOPS/UN WOMEN);</p> <p>Assists in providing impartial, independent and informal conflict-resolution service for the settlement of employment-related problems for staff members and related personnel of the funds and programmes;</p> <p>Explores with staff members and related personnel their options and the different avenues open to them, taking into account the rights and obligations existing between the Organization and staff members or related personnel when required;</p> <p>Conducts research and provides substantial analysis on issues of relevance to the work and mandate of the ombudsperson;</p> <p>Supports in evaluating the services of the Office with quantitative and qualitative measures;</p> <p>Assists in the drafting of communication materials and publicizing the work of the Ombudsman for placement in the relevant internal and necessary external websites;</p> <p>Supports in improving the content presentation on the Ombudsman intranet webpages according to the style and outline used by the Office;</p> <p>Monitors other important internal social media (e.g. intranet sites, internet sites, ombudsman websites);</p> <p>Assists in increasing the visibility of the Office and create awareness among the Funds and Programmes of the Office of the Ombudsman ongoing activities;</p> <p>Provides administrative support on an as needed basis;</p> <p>Performs other duties as assigned.</p>
Training components and	Intern will obtain an understanding of the work of an Ombudsman office and gain on-

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learning elements	the job experience in informal conflict resolution techniques.
Participation in missions or training courses	
Additional comments	The work in the Ombudsman office provides: (1) a privileged cross-functional birds eye view, to get to know 5 UN Funds and Programmes, their programmes/ policies/ structures and challenges; (2) multiple networking opportunities both to learn about the work in those UN agencies and to identify future career opportunities; (3) access to Ombudsman and Mediator network in UN and other international organisations.

**Required Qualifications**

Academic qualification (student, B.A., M.A.)	Intern <b>MUST</b> be enrolled in graduate programme for the duration of the internship!
Subjects	Communication, Mediation or Conflict Management would be an asset.
Language Skills	Fluency in spoken and written English; Knowledge of a second UN language is desirable.
Computer literacy	
Internship-related experiences	
Additional skills/requirements	Training and experience in alternative conflict resolution is desirable. Knowledge and experience in information and communication required.

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**Reference No.: UNHCR1, Quito – Resettlement and Local Integration**

Name of host organisation	UNHCR
Internship Coordinator	Vincent BRIARD – Resettlement officer
Address	Avenida Amazonas, 2889 y la Granja, Edificio de la ONU QUITO - ECUADOR
Homepage	www.unhcr.org

## Placement Offer

Dates/duration	01.09.2016 – 30.04.2017, 8 months
Supervisor	Vincent BRIARD – Resettlement Officer, UNHCR Ecuador
Detailed description of the internship project(s); tasks assigned	<p><b>OPERATIONAL CONTEXT</b></p> <p>Analyzing the current context, Ecuador faces a mixed situation: on one hand, a majority of people have been living in Ecuador as refugees for years – most of them for more than three years, and on the other hand, a steady flow of persons in need of international protection continue arriving from Colombia and do not necessarily manage to access the asylum system. While a majority of the refugee population resides in large urban centers, others stay close to the northern border. In such different environments, both urban and border refugees are facing vulnerable and often protracted situations. In the northern border zone, refugees live in less developed and remote areas, with limited access to basic services and infrastructure. In urban areas, despite the fact that many refugees manage to work, they don't benefit from formal labor conditions and are subject to exploitation. Generally, notwithstanding inclusive public policies, many refugees are victims of discrimination when it comes to accessing public services and are negatively stereotyped, which jeopardizes their integration.</p> <p>The 2015-2016 UNHCR plans seek to address all those challenges, and covers the three durable solutions that UNHCR traditionally works on, namely voluntary repatriation, resettlement and local integration in the host country. Resettlement being one of the most demanding, challenging and rewarding process of the operation in Ecuador.</p> <p><b>DUTIES AND RESPONSIBILITIES:</b></p> <ul style="list-style-type: none"> <li>• Identify and interview refugees following established procedures to evaluate the resettlement needs and identify possible candidates suitable for resettlement.</li> <li>• Provide counselling and advice to refugees concerning criteria, prospects, and problems in connection with the resettlement process.</li> <li>• Assist in the dissemination of policy issues on resettlement among refugees, partners and government authorities.</li> <li>• Prepare situation reports and compile correct monthly resettlement reports for supervisors and UNHCR Headquarters.</li> <li>• Contribute to the drafting of Resettlement Registration Forms (RRFs), including case summary, in accordance to UNHCR guidelines, for the review of the Coach assigned-case worker</li> <li>• Perform other duties as required.</li> </ul> <p><b>ACCOUNTABILITY</b></p> <ul style="list-style-type: none"> <li>• Interview one to three resettlement case per week.</li> </ul>

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**Reference No.: UNHCR1, Quito – Resettlement and Local Integration**

	<ul style="list-style-type: none"> <li>• Capacity to professionally deal with confidential and sensitive information</li> </ul>
Training components and learning elements	<p>Learning elements include the development of:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Inter-personal skills: including communication and listening skills; multi-cultural awareness and cultural competency; and conflict and stress management.</li> <li>• Volunteering-related skills: including leadership; civic responsibility; and engagement and active participation.</li> </ul>
Participation in missions or training courses	Missions to Ibarra and Quito receiving neighbourhoods of refugees populations Participation in all UNHCR RST trainings (interviewing techniques, fraud, protection, RSD, exclusion, stress management)
Additional comments	

### Required Qualifications

Academic qualification (student, B.A., M.A.)	University degree in Law (Public International Law), Political Science, International Relations, Sociology
Subjects	<ul style="list-style-type: none"> <li>• Motivated to contribute towards peace and development and to serve others;</li> <li>• Good interpersonal, networking and communication skills;</li> <li>• Willingness to contribute and work as part of a team;</li> <li>• Flexible and open to learning and new experiences;</li> <li>• Respect for diversity and adaptability to other cultures, environments and living conditions;</li> </ul>
Language Skills	<ul style="list-style-type: none"> <li>• Fluency in English and Spanish.</li> </ul>
Computer literacy	<ul style="list-style-type: none"> <li>• Computer skills in power point, acrobat and desktop publishing an advantage. Ability to work in multi-cultural organization and under tight time-constraints and pressure.</li> </ul>
Internship-related experiences	<ul style="list-style-type: none"> <li>• Previous experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) would be highly regarded;</li> </ul>
Additional skills/requirements	<ul style="list-style-type: none"> <li>• Knowledge of international refugee law and relevant experience in this field is an asset.</li> </ul>

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**Reference No.: UNHCR2, Addis Abeba – Refugee Operations in Ethiopia**

Name of host organisation	The Office of the United Nations High Commissioner for Refugees (UNHCR) Representation in Ethiopia
Internship Coordinator	Ms. Maria-Assumpta Chika, Associate Human Resources Officer
Address	Bole Kifele Ketema, Addis Ababa, Ethiopia
Homepage	<a href="http://www.unhcr.org">www.unhcr.org</a>

### Placement Offer

Dates/duration	01.09.2016 – 28.02.2017, 6 months
Supervisor	Rika Hakozaki, Senior External Officer (Main) Kisut GebreEgziabher, Associate Communications Officer (Backup)
Detailed description of the internship project(s); tasks assigned	<ul style="list-style-type: none"> <li>- Support communication with donors.</li> <li>- Assist with facilitation of field missions particularly by donors and external stakeholders, and coordination with the field offices.</li> <li>- Assist in organization of donor briefings and meetings and press related activities.</li> <li>- Assist with review of funding proposals and reports.</li> <li>- Assist with production of briefing notes, fact sheets and other documents.</li> <li>- Assist in strengthening the public information activities through web stories and social media.</li> <li>- Assist with dissemination of information</li> <li>- Assist with liaison with other UN and international organizations.</li> <li>- Assist with planning and organization of public or UN related events</li> <li>- Support public information and external relations activities of the field offices</li> </ul>
Training components and learning elements	The candidate will learn about different refugee operations in Ethiopia. He/she will become familiar with specific activities by UNHCR and its partners and gain the knowledge of different funding sources for these activities. He/she will enhance creativity to raise awareness of the refugee situations. He/she will develop organization skills by handling various levels of visitors. He/she will have an opportunity to learn from the work of other units.
Participation in missions or training courses	The interns are not allowed to go on field missions, but they will have opportunities to meet with refugees residing in the urban area. The locally organized internal training is usually open to the interns as well. The Intern will also have opportunities to be briefed by field staff.
Additional comments	

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**Reference No.: UNHCR2, Addis Abeba – Refugee Operations in Ethiopia**

**Required Qualifications**

Academic qualification (student, B.A., M.A.)	Advanced university degree (MA or equivalent or expected to acquire MA)  A first level university degree with a combination of academic qualifications and good experience in the related field
Subjects	International relations, humanitarian affairs, public administration, development, social science, law, communications, journalism
Language Skills	Fluency in English
Computer literacy	Microsoft Office software (Word, Excel, Powerpoint, Outlook)
Internship-related experiences	<ul style="list-style-type: none"> <li>- Basic knowledge of refugee issues and the region a plus.</li> <li>- Strong communication skills (spoken, written and presentational) including experience in producing a variety of written reports and correspondence.</li> <li>- Client orientation (prioritise serving 'clients' and promptly responding to clients' requests).</li> <li>- Familiarity with and frequent use of different social media</li> <li>- Experience with editing duties and production of printing and visual materials.</li> </ul>
Additional skills/requirements	<ul style="list-style-type: none"> <li>- Good interpersonal skills and ability to establish and maintain positive working relations in a multi-cultural environment.</li> <li>- International experience in developing countries a plus.</li> <li>- Ability to edit photos and video a plus</li> </ul>

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**Reference No.: UNICEF1, New York - Public Partnership Division**

Name of host organisation	United Nations Children's Fund
Internship Coordinator	Laila Milad
Address	3 UN Plaza 10017 New York USA
Homepage	<a href="http://www.unicef.org">www.unicef.org</a>

### Placement Offer

Dates/duration	01.09.2016 – 28.02.2017, 6 months
Supervisor	Laila Milad
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"> <li>- Maintain up to date information on Member States and analyse development assistance policies;</li> <li>- Research and analyse contribution trends and other strategic data;</li> <li>- Assist in the preparation of donor profiles;</li> <li>- Support management of contributions, including through drafting of correspondence, writing notes for the record, and following up on decisions, agreements and processing of contributions;</li> <li>- Respond to donor queries;</li> <li>- Support the organization of key meetings and events.</li> </ul>
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	

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**Reference No.: UNICEF1, New York - Public Partnership Division**

### 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"> <li>- Commitment</li> <li>- Diversity and inclusion</li> <li>- Integrity</li> </ul> <p>UNICEF Core Competencies</p> <ul style="list-style-type: none"> <li>- Communication</li> <li>- Drive for results</li> <li>- Working with People</li> </ul> <p>UNICEF Functional Competencies</p> <ul style="list-style-type: none"> <li>- Analyzing</li> <li>- Relating and Networking</li> <li>- Learning and Researching</li> <li>- Planning and Organizing</li> </ul>

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**Reference No.: UNICEF2, New York - Division of Human Resources**

Name of host organisation	UNICEF
Internship Coordinator	Stefano Fattori Bettina Hasel
Address	Division of Human Resources New Talent Team 633 Third Avenue, New York, NY 10017
Homepage	<a href="http://www.unicef.org">www.unicef.org</a>

**Placement Offer**

Dates/duration	01.09.2016 – 28.02.2017, 6 months
Supervisor	Stefano Fattori (HR Manager, New Talent), Bettina Hasel (HR Specialist, NETI)
Detailed description of the internship project(s); tasks assigned	<p>The Intern will support the activities of the New Talent Unit in the Division of Human Resources (DHR) at UNICEF NYHQ.</p> <p>The New Talent Unit in DHR covers a wide range of talent management programmes which aim at sourcing, selecting, contract administration, developing and mobilizing young talents within the Organization, including the following main areas:</p> <ul style="list-style-type: none"> <li>- Junior Professional Officer (JPO) programme</li> <li>- New and Emerging Talent Initiative (NETI)</li> <li>- Internship and Volunteer Programme</li> <li>- External outreach programme such as conducting various Career Fairs/Events, Recruitment Missions and Campaigns in specific countries/areas to attract new talents.</li> </ul> <p><b>Main roles and responsibilities, tasks</b></p> <ol style="list-style-type: none"> <li>1) Contribute to strategic reports for UNICEF management and donors on the JPO programme, including:       <ol style="list-style-type: none"> <li>a) Analyzing data and generating spreadsheets and other reporting tools to present data in a visual and user-friendly manner to compare progress in the JPO Programme;</li> <li>b) Assisting in preparing presentations regarding the status and activities of the JPO Unit. Review and compile JPOs End of Assignment Reports;</li> </ol> </li> <li>2) Contribute to the management of the UNICEF internship programme, including:       <ol style="list-style-type: none"> <li>a) Maintaining the internship database to ensure accuracy and value;</li> <li>b) Reviewing and classifying the internship applications received;</li> <li>c) Responding to e-mail queries regarding the internship program.</li> </ol> </li> <li>3) Contribute to expanding the career development portfolio for JPOs and NETIs, including:       <ol style="list-style-type: none"> <li>a) Expanding the JPO/NETI career development section of UNICEF online learning platforms;</li> <li>b) Assessing training needs of JPOs/NETIs, and identifying training sources;</li> <li>c) Providing support in the preparation and implementation of the annual JPO orientation and NETI induction programmes in New York;</li> <li>d) Providing support in the administration of the JPO/NETI coaching, mentoring and buddy programmes;</li> <li>e) Preparing reports on staff development and career support programmes for UNICEF JPOs and NETIs;</li> <li>f) Developing networking and communication tools in order to promote exchange between current and former JPOs / NETIs;</li> </ol> </li> </ol>

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	<p>g) Contributing to the development and maintenance of JPO/NETI retention tools, such as a CV/Roster system and internal communication tool.</p> <p>4) Contribute to expanding UNICEFs outreach portfolio, with particular focus on the recruitment of Young Professionals, including:</p> <p>a) Developing outreach materials;</p> <p>b) Supporting in conducting career fairs/events at various academic institutions;</p> <p>5) Perform HR administrative duties including:</p> <p>a) Assisting the team in maintaining the JPO files and facilitate the contract administrations;</p> <p>b) Assisting the NETI Team in its annual recruitment campaign and NETI performance reviews;</p> <p>c) Managing the NETI Mailbox, Answer inquiries and questions regarding NETI recruitment and information for next cohort</p>
Training components and learning elements	The intern will learn how the Organization sources, recruits, develops and places young professionals, and the general activities of a human resources department in UNICEF. He/she will also have the opportunity to assist with Career Development – Mapping for active JPOs and NETIs. The internship will serve as a general introduction to UNICEFs various programmes and global operations.
Participation in missions or training courses	Outreach missions, mainly in the USA, selected international travel to be determined.
Additional comment	

**Required Qualifications**

Academic qualification (student, B.A., M.A.)	Be enrolled in a programme at the Masters level, preferably in Human Resources, Education, Communications, Public Administration, Political Science, International Relations/Affairs, Business Administration, etc.
Subjects	Human Resources Management External Partnerships and Donor Relations
Language Skills	Fluency in English. Knowledge of one other UN working language an advantage.
Computer literacy	Technical - Knowledge of relevant computer systems and applications; excellent understanding of and knowledge of software such as but not limited to Microsoft Office based applications, Webpage Management, Word, Excel.
Internship-related experiences	Prior experience in Human Resources Management, Outreach, Partnership Relations or Communication is considered an asset.
Additional skills/requirements	<p>Required competencies:</p> <ul style="list-style-type: none"> <li>• Technical – Very good analytical skills and ability to synthesize concepts and material into clear and concise thoughts (see also communication below)</li> <li>• Managing resources - Organizes and manages information to achieve defined goals and optimum results.</li> <li>• Communication - Effectively presents thoughts and ideas including complex technical concepts, in a clear, concise, and readily understood manner, both verbally and in writing. Listens to and acknowledges others' perspectives and views.</li> <li>• Flexibility - Works effectively on multiple assignments simultaneously and adapts to changing demands and circumstances.</li> <li>• Good communication and interpersonal skills – able to work well in a team environment.</li> <li>• Ability to work independently</li> </ul>

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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	<a href="http://www.unicef.org">www.unicef.org</a>

### Placement Offer

Dates/duration	01.09.2016 – 28.02.2017, 6 months
Supervisor	Frank-Borge Wietzke, Uwe Steckhan
Detailed description of the internship project(s); tasks assigned	<p>The new sustainable development agenda holds large opportunities but also considerable financial challenges. 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"> <li>- Monitor financing trends and opportunities for child-focused investments across the major sources of domestic / international and public / private finance;</li> <li>- Assist in the development and phasing in of new innovative sources of finance (e.g. new micro-levies for child focused investments, partnerships with providers of Islamic finance, blended finance, etc.)</li> <li>- Follow and advise on debates about new financing models within key international finance providers including World Bank, IMF, Regional Development Banks</li> <li>- Assist in the preparation of guidance notes and briefings to UNICEF senior management and Country Offices</li> <li>- Support management of grants and contributions, including through review of grant agreements, drafting of correspondence, etc.</li> <li>- Support and participate in key meetings with internal and external partners.</li> </ul>

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**Reference No.: UNICEF3, New York - Financing Strategies**

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 be enrolled in a graduate programme or have recently graduated from 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"> <li>- Commitment</li> <li>- Diversity and inclusion</li> <li>- Integrity</li> </ul> <p>UNICEF Core Competencies</p> <ul style="list-style-type: none"> <li>- Communication</li> <li>- Drive for results</li> <li>- Working with People</li> </ul> <p>UNICEF Functional Competencies</p> <ul style="list-style-type: none"> <li>- Analyzing</li> <li>- Relating and Networking</li> <li>- Learning and Researching</li> <li>- Planning and Organizing</li> </ul>

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**Reference No.: UNICEF4, Genf - Public Partnerships Division**

Name of host organisation	UNICEF
Internship Coordinator	Marilena Viviani, Director Liaison Office
Address	UNICEF Public Partnerships Division United Nations Children's Fund Geneva Palais des Nations, CH-1211 Switzerland
Homepage	www.unicef.org

## Placement Offer

Dates/duration	01.09.2016 – 28.02.2017, 6 months
Supervisor	Marilena Viviani, Director Geneva Liaison Office/Public Partnerships Division, UNICEF Geneva
Detailed description of the internship project(s); tasks assigned	<p><b><u>Internship organizational context</u></b></p> <p>Recent internal changes have sought to strengthen the partnership function in UNICEF with the establishment of the Public Partnerships Division (PPD) consolidating engagement with public partners, in particular Member States and UN multilateral partners, within one division. After New York, Geneva is the second largest United Nations hub, hosting the Headquarters of key UN agencies and international humanitarian 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, among others.</p> <p>UNICEF in Geneva is composed of various entities: Private Fundraising and Partnerships (PFP), Central and Eastern Europe and Commonwealth of Independent States (CEE/CIS) Regional Office, Emergencies (EMOPS), Programme Division (PD)—out posted from New York—and a Division of Communications (DOC) spokesperson—all focusing on specific areas/aspects of UNICEF's work. Recently, it was agreed to have dedicated capacity to better coordinate and leverage UNICEF's strategic engagement in Geneva on children's issues with Member States, UN agencies and other key partners in areas cutting across UNICEF's work. Within this context, UNICEF has decided to establish a Geneva Liaison Office and re-profile the PD/GPP Associate Director post to become the new Public Partnerships Division (PPD) Director of the Geneva Liaison Office. Consequently, the Global Programme Partnerships Unit of Programme Division has been relocated to PPD and it has assumed the coordinating role of the UNICEF Geneva Liaison Office.</p> <p>With the creation of the UNICEF Geneva Liaison Office, the functions of the team focus on reinforcing a UNICEF coordinated engagement with Member States and key partners on children's issues in Geneva, including on strategic advocacy priorities (for example currently around the Sustainable Development Goals and Financing for Development processes) working closely with UNICEF teams in HQs and in Geneva</p> <p><b><u>Purpose for the job</u></b></p> <p>Under the supervision of the Director of the Geneva Liaison Office, Public Partnerships Division, the Public Partnerships Intern will provide technical assistance in support to the newly established UNICEF Geneva Liaison Office.</p> <p>The main responsibilities of the position will be related to providing assistance to leverage UNICEF's presence in Geneva, undertake research, draft and edit documents, and manage knowledge and information.</p> <p>The incumbent is expected to contribute to identifying strategies to leverage UNICEF engagement with key partners in Geneva, to collaborate with the preparation and implementation of the new UNICEF Geneva Liaison Office Results-based management strategy (planning, reporting and evaluation), and to support the development of a new information and knowledge management strategy for UNICEF Geneva Liaison Office.</p> <p><b><u>Summary of key functions/accountabilities:</u></b></p> <ol style="list-style-type: none"> <li>1. Contribute to the identification of strategies to leverage UNICEF engagement with key partners in Geneva: <ul style="list-style-type: none"> <li>• Support to the systematic identification of UNICEF potential areas for and means of cooperation with Member States and other key stakeholders.</li> <li>• Collaborate to the review and assessment of intergovernmental and inter-agency liaison strategies of other UNICEF Teams in Geneva to avoid duplication of efforts and enhance complementarity and create synergies.</li> </ul> </li> <li>2. Collaborate with the implementation of the new UNICEF Geneva Liaison Office Result-</li> </ol>

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**Reference No.: UNICEF4, Genf - Public Partnerships Division**

	<p>based management strategy:</p> <ul style="list-style-type: none"> <li>• Support the development of the new UNICEF Geneva Liaison Office work-plan, including objectives, goals, activities as well as expected results and indicators of measurement.</li> <li>• Collaborate with reviewing and preparing reports (annual review), briefing notes, and other important documents to ensure adequate attention to UNICEF engagement with key stakeholders in Geneva.</li> </ul> <p>3. Support the development and implementation of a new information and knowledge management strategy for UNICEF Geneva Liaison Office:</p> <ul style="list-style-type: none"> <li>• Collaborate to the development of a new approach to manage information effectively externally and within UNICEF (e.g. website to UNICEF Geneva Liaison Office)</li> <li>• Provide support on the effective use of media/communication tools, including press releases and conferences as well as social media.</li> </ul> <p>4. Assist the UNICEF Geneva Liaison Office with other tasks as relevant:</p> <ul style="list-style-type: none"> <li>• Support the work of Public Partnerships Division and Programme Division in UNICEF HQs as related to the creation of new Global Programme Partnerships in different sectoral areas.</li> <li>• Attend meetings and events related to the Geneva Liaison Office work and prepare notes for the record.</li> <li>• Any other duties assigned by supervisor.</li> </ul>
Training components and learning elements	<p>During the tenure of his/her assignment, the volunteer will be exposed to continuous learning opportunities on UNICEF work in public partnerships and across the different organizational levels (HQs, regional levels and the field) as well as on key global programme partnerships (mostly based in Geneva). Working in a HQ's position- based in Geneva-, would furthermore provide an opportunity to get a very comprehensive understanding and knowledge of UNICEF mission, mandate and strategic interventions for the world's most disadvantaged children. It will also enable to get exposed to the development and humanitarian work undertaken by key UNICEF partners across all sectors, with excellent opportunities to learn and network across UNICEF, UN Agencies and INGOs, and key governmental and non-governmental development actors at global level.</p> <p>Upon arrival at the duty station, and together with the supervisor, the volunteer will develop an Induction and Orientation Plan, using UNICEF Strategic Framework and Policy Guidelines, as well as other UNICEF relevant documents.</p>
Participation in missions or training courses	N/A
Additional comments	N/A

**Required Qualifications**

Academic qualification (Student, B.A., M.A.)	At least first university degree in international relationships and/or public policies Intern MUST be enrolled in graduate programme for the duration of the internship!
Subjects	
Language Skills	Fluency in English and knowledge of French is an asset.
Computer literacy	Computer skills, including internet navigation and various office applications. Web editing skills.
Internship-related experiences	At least 2 years of experience in strategic management, policy design, and/or evaluation. Proven experience in partnership management and research. Experience in working with both private and not-for-profit sectors. Proven experience in data analysis, modelling and research. Proven experience in working as part of a creative team and delivering creative work on time. Effective communication and writing skills.
Additional skills/requirements	Excellent networking and people skills would be a strong asset for this post.

**CARLO SCHMID PROGRAMME**  
FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS  
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**Reference No.: UNIDO1, Yerevan – Pro-Poor Agribusiness**

Name of host organisation	United Nations Industrial Development Organization, Armenia Field Office
Internship Coordinator	Frank Hartwich (UNIDO Vienna)
Address	14 Petros Adamyan Street Yerevan, 375010 Armenia
E-mail	
Homepage	<a href="http://www.unido.org/">http://www.unido.org/</a>

## Placement Offer

Dates/duration	01.09.2016 – 28.02.2017, 6 months
Supervisor	Severin Todd Oman, National Coordinator, based in Armenia
Detailed description of the internship project(s); tasks assigned	<p>The intern will be expected to work on pro-poor agribusiness models, within that on the case of buckwheat in Armenia.</p> <p><b>About the project</b> With funding from the European Union, the European Neighbourhood Programme for Agriculture and Rural Development (ENPARD) supports the Ministry of Agriculture of the Republic of Armenia in ensuring an efficient and sustainable agriculture that contributes to better living conditions in rural areas. Within ENPARD Armenia a technical assistance component focuses on producer group and value chain development. This component is implemented by UNIDO and UNDP with funding from the EU (2.4 million euro) and co-funding from the Austrian Government (1 million euro). In particular the project aims to strengthen producer groups, effectively engage producer groups in value addition activities, strengthen value chains that provide improved access to affordable, better quality food, contribute to the development of rural areas, improve access to local and international markets, and ensure the introduction of environmentally-friendly farming and food processing practices.</p> <p>The project intervention strategy will include organizing farmers into cooperatives, which will be clustered around a buckwheat cleaning, hulling, packaging and marketing operation, which they will also own. Up to five hulling factories, or cooperative clusters, will be developed in 2016. Initially 200 ha are estimated to be converted either from wheat or unused land to buckwheat, with the hectares expected to double in the following year.</p> <p><b>Internship tasks</b></p> <ul style="list-style-type: none"> <li>- Conduct farm household survey among 30 buckwheat producing families and 30 wheat producing families.</li> <li>- Develop gross margins for 10 buckwheat producing associations</li> <li>- Analyse profit margins of 3 buckwheat processing plants</li> <li>- Develop recommendations on development and diffusion of agri-business models</li> </ul> <p><b>Reporting Arrangements</b> The intern will report to the UNIDO Project Coordinator and Component Leader.</p>
Training components and learning elements	The intern will have a chance to learn about the profitability of business models by performing profit margin calculations in an agricultural context. In addition, he/she will be able to get familiar with buckwheat production and the framework of a technical cooperation project.
Participation in missions or	The intern will be based in UNIDO's Field Office in Armenia and probably will be

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training courses	asked to participate on short missions to the project field in the countryside, accompanying the project staff.
Additional comments	It is possible that the intern completes his/her final thesis on this project, including the research work which will be carried out during the internship.

**Required Qualifications**

Academic qualification (student, B.A., M.A.)	BA graduate, currently enrolled in the MA or PHD programme Intern <b>MUST</b> be enrolled in graduate programme for the duration of the internship!
Subjects	Economics, Statistics, Agricultural Development, Value-chain Development
Language Skills	Fluent in English and a good knowledge of a second language, preferably but not exclusively Russian.
Computer literacy	Advanced in MS Office Applications
Internship-related experiences	There is no previous internship experience needed, however it is preferred that the candidate already had completed short internships possibly at non-governmental organizations.
Additional skills/requirements	<ul style="list-style-type: none"> <li>- Hands-on mentality</li> <li>- Proactivity</li> <li>- Fast comprehension</li> <li>- Teamplayer</li> <li>- Flexibility and ability to adapt easily to new situations</li> </ul>

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**Reference No.: UNITAR1, Genf - Multilateral Diplomacy Programme**

Name of host organisation	United Nations Institute for Training and Research (UNITAR)
Internship Coordinator	Rabih El-Haddad, Manager, Multilateral Diplomacy Programme
Address	UNITAR, International Environment House, Chemin des Anémones 11-13, CH-1219 Chatelaine, Geneva, SWITZERLAND
Homepage	<a href="http://www.unitar.org/mdp">www.unitar.org/mdp</a>

**Placement Offer**

Dates/duration	01.09.2016 – 28.02.2017, 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"> <li>- Provide assistance in the development of in-country training and technical assistance activities, including the selection, preparation and assembling of materials;</li> <li>- 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;</li> <li>- Undertake research that may provide necessary input into such training tools and exercises;</li> <li>- Contribute to the drafting of project and funding proposals;</li> <li>- Compile evaluation results of training activities and draft and edit reports; and</li> <li>- 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.</li> </ul> <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	

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**Required Qualifications**

Academic qualification (student, B.A., M.A.)	Advanced (75% of studies completed) or studies completed.
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	<p>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.</p> <p>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).</p> <p>Exposure to a multicultural environment would be a plus.</p>

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**Reference No.: UNLOPS1, Brüssel – Peace and Security**

Name of host organisation	United Nations Liaison Office for Peace and Security (UNLOPS), Brussels
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 UN House Rue Montoyer 14 1000 Brussels, Belgium
Homepage	<a href="http://www.unbrussels.org/agencies/unlops.html">http://www.unbrussels.org/agencies/unlops.html</a>

**Placement Offer**

Dates/duration	01.09.2016 - 28.02.2017, 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 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"> <li>• Help facilitate communication and provide support for DPA, DPKO, DFS through engagement and institutional dialogue with EU and NATO.</li> <li>• Monitor and report on EU policies, initiatives and processes relevant to the partnership with the UN in the area of peace and security.</li> <li>• Draft reports, background briefs, talking points, correspondence, speeches and other communications products as required by DPA, DPKO and DFS.</li> <li>• 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.</li> <li>• 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.</li> <li>• Maintain close working relations with UN agencies, funds and programmes located in Brussels that engage with the EU.</li> <li>• Provide support to DPKO, DFS, DPA and senior staff visiting Brussels</li> <li>• Represent the UN in meetings or other fora as requested</li> </ul>
Training components and learning elements	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

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	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 UN headquarter 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 think tanks and civil society actors 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.
Participation in missions or training courses	This can be agreed on a case by case basis. Every effort will be made to ensure that the fellow is exposed to the experience that will best serve his or her career path.
Additional comments	The Carlo Schmid fellow will be provided with office space, including computer and phone to enable an effective work environment.

**Required Qualifications**

Academic qualification (student, B.A., M.A.)	<b>M.A</b>
Subjects	Political Science, International Relations, Social Affairs, Law or other related field
Language Skills	Fluent written and spoken English plus a 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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**Reference No.: UNOCHA-CERF1, 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
Address	UN Office for the Coordination of Humanitarian Affairs (OCHA) DC2-1374, 2 UN Plaza, 44th Street, New York, NY 10017, USA
Homepage	<a href="http://www.unocha.org/cerf">www.unocha.org/cerf</a>

## Placement Offer

Dates/duration	01.09.2016 – 28.02.2017, 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"> <li>1. Monitor and analyse humanitarian developments in countries affected by disasters and emergencies, in close collaboration with the relevant OCHA desk officers</li> <li>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</li> <li>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</li> <li>4. Ensure timely and appropriate support to Resident and Humanitarian Coordinators and OCHA field offices for CERF-related processes</li> <li>5. Support the preparation of and participate in CERF trainings, in New York and elsewhere</li> <li>6. Prepare or contribute to the preparation of various documents, e.g. draft sections of studies, background papers, policy guidelines, briefings, presentations, correspondence, etc.</li> <li>7. Contribute to the revision of CERF's operational handbook</li> <li>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, liaise with other humanitarian organizations, donors, etc.; provide information</li> </ol>

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	<p>and advice on a range of related issues</p> <p>9. Analyse, summarise and report on data on CERF grants</p> <p>10. Perform other duties as required</p>
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. currently in relation to the May 2016 World Humanitarian Summit, and the internship will offer an opportunity to learn about humanitarian financing and participate in these discussions.
Participation in missions or training courses	<p>Participation in CERF training sessions in New York and web-based trainings for country-based colleagues is expected.</p> <p>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.</p>
Additional comments	

## Required Qualifications

Academic qualification (student, B.A., M.A.)	A first university degree (B.A., B.S. or equivalent) is required; a second degree (M.A., M.S., Diplom, Magister or equivalent) would be an advantage
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 Qlik) 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	<p>The following competencies are required:</p> <p>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.</p> <p>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.</p> <p>Judgement/Decision Making - Ability to use sound judgment in applying technical expertise to resolve a wide range of complex issues/problems.</p>

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**Reference No.: UNOPS1, Brüssel - Partnership Analyst**

Name of host organisation	UNOPS Brussels Office
Internship Coordinator	Kokeb Gizaw Balcha
Address	Rond Point Schuman 6 1040 Brussels, Belgium
Homepage	www.unops.org

**Placement Offer**

Dates/duration	05.09.2016 – 05.03.2017, 6 months
Supervisor	William Axelsson, Head of Office, Brussels Liaison Office
Detailed description of the internship project(s); tasks assigned	<p>Under the guidance of the Head of Office, the Partnerships Analyst (Intern) will be responsible for:</p> <ul style="list-style-type: none"> <li>• Analyse strategic priorities and regional focus of key EU partners;</li> <li>• Update and maintain partner profiles according to changing/shifting donor priorities, areas of focus, country strategies;</li> <li>• Monitor research and follow up on relevant documents and policies (press releases, working documents; other relevant online documents from the European Institutions' and other websites);</li> <li>• Conduct data collection, research and analysis in order to identify UNOPS references, methodologies and major achievements by reviewing UNOPS past project data/information;</li> <li>• Identify best practices and lessons learnt and document such findings in a standardized format;</li> <li>• Support updating UNOPS communication materials targeted toward European partners;</li> <li>• Help organize events (and/or UNOPS presence at existing events) to showcase UNOPS achievements to relevant and potential partners in Brussels;</li> <li>• Perform other tasks as required.</li> </ul> <p>In performing her/his tasks, the Partnerships Analyst (Intern) will work closely with the Head of Office in Brussels, other personnel, as well as specialists, staff, and interns in HQ and field offices.</p>
Training components and learning elements	<ul style="list-style-type: none"> <li>• In the performance of his/her duties, the intern will gain exposure to the full-range of UNOPS operations, clients, and donors. The intern will also gain key insight into the workings of the United Nations system as well as the interplay between donor-financing, partnership-building, field-work, and the political complexity involved in working at a United Nations organization.</li> <li>• The intern will also gain expose to an international and culturally diverse environment where s/he will be in a unique position to gain an understanding of the dynamics of working in a multicultural setting and the challenges and opportunities involved therein.</li> </ul>
Participation in missions or training courses	To the extent possible, the intern will have full access and be able to participate in the full range of UNOPS training and educational opportunities including, but not limited to: PRINCE2 project management courses, UN field security training, International Public Sector Accounting Standards (IPSAS) orientation training, sustainable procurement/infrastructure/project management workshops/seminars, and others.
Additional comments	Functional Competencies

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**Reference No.: UNOPS1, Brüssel - Partnership Analyst**

	<ul style="list-style-type: none"> <li>• Analyse and link information from different sources</li> <li>• Analyse both qualitative and quantitative data in support of the identification of programme and project acquisition opportunities and development of engagement strategies</li> <li>• Understand, identify, prepare and maintain databases and internal documents concerning programme and project development opportunities</li> <li>• Deliver comprehensive and fact-based strategic engagement strategies aligned with fluid/dynamic donor landscape</li> <li>• Offer new and/or different feasible solutions to problems/client needs</li> <li>• Displays openness and flexibility in daily work</li> <li>• Meet tight timelines for delivery with internal/external clients</li> </ul>
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**Required Qualifications**

Academic qualification (student, B.A., M.A.)	Recently completed, a Bachelor/Master's Degree in a relevant area. The applicant must be pursuing a university degree such as Bachelor, Masters or Ph.D. (or the equivalent), or have graduated from such studies within three years prior to the application date of the internship.
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, in particular French, 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	<p>The ideal candidate would have a combination of private and international public sector experience, including in the following areas:</p> <ul style="list-style-type: none"> <li>• Strategic planning and development</li> <li>• Marketing</li> <li>• Data analysis</li> <li>• Market research and analysis</li> <li>• Client/donor research</li> <li>• Capture planning</li> <li>• Programme and project acquisition/development</li> <li>• Competitor analysis</li> <li>• BCG and SWOT analysis</li> <li>• Official Development Assistance (ODA) analysis</li> </ul>
Additional skills/requirements	<p><u>Required Competencies</u></p> <ul style="list-style-type: none"> <li>• Result Orientation</li> <li>• Ability to Analyse</li> <li>• Creativity and Innovation</li> <li>• Ability to Learn</li> <li>• Teamwork Skills</li> <li>• Motivation and Inspiration</li> <li>• Client Focus</li> </ul>

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**Reference No.: UNPBSO1, New York - Peacebuilding Commission**

Name of host organisation	United Nations Peacebuilding Support Office (PBSO)
Internship Coordinator	Henk-Jan Brinkman, Chief, Policy, Planning and Application Branch
Address	405 E 42 <sup>nd</sup> St United Nations Secretariat Peacebuilding Support Office, S-3034 New York, NY10017
Homepage	<a href="http://www.un.org/en/peacebuilding/pbso/">http://www.un.org/en/peacebuilding/pbso/</a>

**Placement Offer**

Dates/duration	01.09.2016 – 28.02.2017, 6 months
Supervisor	Vincent Kayijuka, Senior Peacebuilding Officer
Detailed description of the internship project(s); tasks assigned	<p>1) Contribute to PBSO strategic support to the work of the Peacebuilding Commission (PBC). The intern would be required to undertake analysis of political, economic and social trends and dynamics in countries on the agenda of the PBC, in support of policy dialogue and related discussions led by the PBC on peacebuilding processes with those countries. .</p> <p>To this effect, the intern will:</p> <ul style="list-style-type: none"> <li>- Conduct analyses on emerging country-specific or thematic peacebuilding issues;</li> <li>- Prepare short briefing notes, including talking points for the PBC's meetings and visits;</li> <li>- Assist in the substantive and logistical preparation of and follow-up to PBC meetings at UNHQ and field visits</li> <li>- Undertake other relevant tasks as requested.</li> </ul> <p>The intern might be asked to conduct similar analysis for potential candidates for engagement with the PBC.</p> <p>2) Support the preparation of the PBC annual report.</p> <p>To this effect, the intern will:</p> <ul style="list-style-type: none"> <li>- Collect information on the activities conducted by the PBC in 2016, including meetings, visits;</li> <li>- Summarise and organise the information to reflect the role played by the PBC under its main functions, advocacy, policy coherence and inter-governmental coherence, and political accompaniment;</li> <li>- Analyse the main activities of the PBC and highlight the main results achieved;</li> <li>- Identify opportunities for the future work of the PBC [in 2017], and formulate recommendations for greater impact of the PBC</li> </ul>
Training components and learning elements	<ul style="list-style-type: none"> <li>- 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.</li> <li>- Developing policy recommendations and advising on implementation in a complex political context, taking into considerations aspects from a wide range of policy fields.</li> <li>- Policy analysis and development linking disparate policy fields including security, human rights, development and humanitarian interventions.</li> </ul>

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**Reference No.: UNPBSO1, New York - Peacebuilding Commission**

Participation in missions or training courses	No missions foreseen.  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.
Additional comments	

**Required Qualifications**

Academic qualification (student, B.A., M.A.)	Applicants must be enrolled in a degree programme in a graduate school (second university degree or higher); or if pursuing their studies in countries where higher education is not divided into undergraduate and graduate stages, have completed at least four years of fulltime studies at a university or equivalent institution towards the completion of a degree.  Intern <b>MUST</b> be enrolled in graduate programme for the duration of the internship!
Subjects	Development Economics, Conflict and Peace Studies, International Development, Public Administration, Political Science, International Relations or related field.
Language Skills	Fluency in both written and spoken English; writing and reading fluency in French desirable.
Computer literacy	Required (computer literacy in standard software applications; exceptional fluency in MS Excel is desired).
Internship-related experiences	<ul style="list-style-type: none"> <li>- The work and function of the United Nations and its main intergovernmental bodies, agencies, funds and programmes.</li> <li>- UN-Secretariat functions, roles, responsibilities and decision-making procedures</li> <li>-</li> </ul>
Additional skills/requirements	<ul style="list-style-type: none"> <li>• Demonstrates integrity by modelling the UN's values and ethical standards</li> <li>• Promotes the vision, mission, and strategic goals of UN.</li> <li>• Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability</li> <li>• Professionalism: understanding of and respect for the interests and perspectives of different stakeholders in a complex political environment.</li> <li>• Planning and organizing: ability to undertake a diversity of tasks within a demanding, multi-stakeholder environment, to prioritise among these tasks, and to work toward short deadlines.</li> <li>• 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</li> <li>• Demonstrates openness to change and ability to manage complexities</li> </ul>

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**Reference No.: UNPBSO2, New York - Policy, Planning and Application Branch**

Name of host organisation	United Nations Peacebuilding Support Office (PBSO), Policy, Planning and Application Branch
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	<a href="http://www.un.org/en/peacebuilding/pbso/">http://www.un.org/en/peacebuilding/pbso/</a>

## Placement Offer

Dates/duration	01.09.2016 – 28.02.2017, 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"> <li>1) 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.</li> <li>2) Support the implementation of the outcome of the 10-year Review of the Peacebuilding Architecture, which will be concluded in late 2015 or early 2016. The outcome is not clear yet at this point, but we expect an increase in responsibilities of PBSO, including PPAB, as already reflected in the report of the Advisory Group of Experts on the 215 Peacebuilding Architecture review.</li> <li>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.</li> <li>4) Monitor progress in the implementation of the 2030 Agenda for Sustainable Development, in particular Sustainable Development Goal 16, and the review of the progress of the progress in the implementation, both in intergovernmental processes and inter-agency UN meetings. This might include work on the SDG indicators to monitor specific targets.</li> <li>5) Support possible work in the area of development of peacebuilding indicators, in close collaboration with DPA, DPKO and UNDP.</li> <li>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.</li> </ol>
Training components and learning elements	- Develop and maintain overview of multifaceted and multi-layered intergovernmental processes and negotiations, seeking and creating openings

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	<p>for constructive contributions to help bring them forward.</p> <ul style="list-style-type: none"> <li>- Developing policy recommendations and advising on implementation in a complex political context, taking into considerations aspects from a wide range of policy fields.</li> <li>- Policy analysis and development linking disparate policy fields including security, human rights, development and humanitarian interventions.</li> </ul>
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.)	<p>The <u>minimum</u> academic requirement for this internship is a B.A.</p>
Subjects	<p>Intern <b>MUST</b> be enrolled in graduate programme for the duration of the internship!</p> <p>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.</p>
Language Skills	<p>Fluency in both written and spoken English; knowledge of French is highly desirable.</p>
Computer literacy	<p>Fluency in use of MS Office suite of programmes.</p>
Internship-related experiences	<p>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.</p>
Additional skills/requirements	<ul style="list-style-type: none"> <li>• Demonstrates integrity by modelling the UN's values and ethical standards.</li> <li>• Promotes the vision, mission and strategic goals of UN.</li> <li>• Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.</li> <li>• Professionalism: understanding of and respect for the interests and perspectives of different stakeholders in a complex political environment.</li> <li>• 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.</li> <li>• 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.</li> <li>• Demonstrates openness to change and ability to manage complexities.</li> </ul>

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**Reference No.: UNRCO1, Kigali - Reconstruction of Rwanda After The Genocide**

Name of host organisation	United Nations Resident Coordinator's Office, Rwanda
Internship Coordinator	Mr. George Otoo, Coordination Specialist, UNRCO
Address	UN Resident Coordinator's Office, c/o UNDP, PO Box 445, Kigali, Rwanda
Homepage	<a href="http://www.rw.one.un.org/">http://www.rw.one.un.org/</a>

## Placement Offer

Dates/duration	01.09.2016 – 30.04.2017, 8 months
Supervisor	George Otoo, Coordination Specialist, UNRCO, Rwanda
Detailed description of the internship project(s); tasks assigned	<p>The United Nations has been a fundamental partner for the reconstruction of Rwanda after the genocide against the Tutsi in 1994. In 2008, Rwanda was selected with 7 other countries to become a pilot country for the UN reform known as "Delivering as One" or "One UN". Currently 13 resident and 10 non-resident agencies work in Rwanda. From 2013 to 2018, the One UN Rwanda has budgeted around US\$411 million to assist Rwanda in its development efforts. UN agencies deliver programmes in close coordination with each other and with line Government Ministries, under the guidance of the Ministry of Finance and Economic Planning.</p> <p>The UN Resident Coordinator and his team work to support the smooth coordination of all UN activities in Rwanda, through Standard Operating Procedures developed by the UN Development Group ( <a href="https://undg.org/home/guidance-policies/delivering-as-one/standard-operating-procedures-non-pilots/">https://undg.org/home/guidance-policies/delivering-as-one/standard-operating-procedures-non-pilots/</a> ) . Under the supervision of the senior Coordination Specialist, RCO, the Carlo Schmid intern would undertake the following:</p> <ul style="list-style-type: none"> <li>- Support the preparation and running of key accountability mechanisms such as the UN's Joint Steering Committee with our government counterparts;</li> <li>- Support the RC's participation in the regular meetings of the Development Partners Coordination Group, which the RC co-chairs;</li> <li>- Work with RCO and One UN colleagues to support the domestication of the Sustainable Development Goals (SDGs) in Rwanda, including organization of community consultations, public advocacy and seminars for partners in government, civil society, academia and media, among other activities;</li> <li>- Support colleagues in the RCO to provide consistent coordination services to the One UN's Policy and Programme Oversight Committee; attend and support the monthly meetings of the UN Country Team;</li> <li>- Support the work of the Development Results Group N.3 (DRG3) which coordinates UN programming on human development issues including social protection, nutrition, HIV, gender-based violence and other key priorities. This would include Secretariat support to the DRG3 co-chairs (country representatives of WHO, UNICEF and UNFPA), ensuring that all technical teams and joint steering committees under the DRG are meeting regularly and that all M&amp;E and reporting activities are carried out and schedules met;</li> <li>- Support the work of the Development Results Group N.4 (DRG4) which coordinates UN Humanitarian Response and Disaster Preparedness, and support UN humanitarian agencies in Reporting related to allocations from the UN Central Emergency Response Fund (CERF), as required;</li> <li>- Through the One UN's Resource Mobilization Task Force, work with UN agencies and RCO colleagues to organize and carry out joint Resource Mobilization activities on behalf of the One UN country team;</li> <li>- Work with the Communications team of the RCO to ensure accurate and consistent updating of all web and social media platforms of the One UN team in Rwanda, and to support the production of Communications products including speeches, OpEds, articles, pamphlets and other materials;</li> <li>- Support the preparation and editing of the latest edition of the One UN</li> </ul>

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	<p>Country Results Report, as well as supporting follow up actions from the Mid-Term review of the Rwanda UNDP 2013-2018;</p> <ul style="list-style-type: none"> <li>- Support the RCO in the organization of and participation in relevant national conferences, workshops, retreats and high-profile events such as the annual events planned for UN Day (24 October);</li> <li>- Other duties as required.</li> </ul>
Training components and learning elements	<p>Participation in the following retreats and workshops:</p> <ul style="list-style-type: none"> <li>- Annual UN Country Team retreat</li> <li>- Annual Retreat of the UN's Policy and Programme Oversight Committee and Monitoring and Evaluation Group</li> <li>- Training in the use of the One UN Rwanda's M&amp;E platform, the 'Programme Monitor'.</li> <li>- Annual Retreat of the UN Communications Group in Rwanda and all communications trainings, as relevant.</li> <li>- Any other retreats and training sessions to which the RCO will participate.</li> </ul>
Participation in missions or training courses	<ul style="list-style-type: none"> <li>- Annual Workshop of the UN system's coordination officers, organized by the UNDG regional offices of Eastern and Southern Africa and Western Africa.</li> <li>- Attendance and Participation in missions throughout the country to mark UN Days and other significant events, as required.</li> </ul>
Additional comments	<p>Prior to arrival on duty, the RCO will share with the successful candidate all background documentation and information necessary to prepare for the above-mentioned duties.</p>

## Required Qualifications

Academic qualification (student, B.A., M.A.)	Master's Degree in any of the following: International Affairs, Development Studies and/or Humanitarian Affairs, Public Administration, Human Rights, Economics, Law.
Subjects	The following would be advantageous: The United Nations Reform process. The formulation and implementation of the Millennium Development Goals (MDGs) and Sustainable Development Goals (SDGs). Knowledge of international conventions including the Universal Declaration of Human Rights, Human Rights law and Humanitarian Law. African history and contemporary issues, East Africa and the Great Lakes region -- Rwanda, Burundi and Democratic Republic of Congo, in particular.
Language Skills	The working language of the UN and of Government in Rwanda is English. Strong French language skills would be advantageous.
Computer literacy	Strong knowledge of all relevant computer applications and familiarity with social media platforms.
Internship-related experiences	The intern will work in the RCO and will have daily professional contact with colleagues from all UN agencies, as well as partner NGOs and Ministries. The intern will participate in all UN events and UN Days celebrated in Rwanda. Opportunities for cultural exchange and learning are high.
Additional skills/requirements	<p>The successful candidate should have and/or be:</p> <ul style="list-style-type: none"> <li>- Action-oriented and results-driven; familiar with results-based management;</li> <li>- Able to identify and build partnerships in the service of One UN coordination;</li> <li>- Strong written and verbal communication skills;</li> <li>- Strong analytical skills and strong communication skills;</li> <li>- Good client-orientation – understanding the needs and sometimes competing priorities of colleagues, clients and counterparts, and managing them well;</li> <li>- Culturally sensitive and able to work in a diverse environment with colleagues from all countries and backgrounds;</li> <li>- High ethics and integrity and adherence to the Standards of Conduct for the International Civil Service.</li> </ul> <p><a href="http://www.un.org/en/ethics/pdf/StandConIntCivSE.pdf">http://www.un.org/en/ethics/pdf/StandConIntCivSE.pdf</a></p>

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**Reference No.: UNSCEB1, 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.
E-mail	mrosetz@unog.ch
Homepage	www.unsceb.org

## Placement Offer

Dates/duration	01.09.2016 – 28.02.2017, 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 <a href="http://www.unsceb.org">www.unsceb.org</a>. 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"> <li>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.</li> <li>2. Support in information collection and analysis, research and benchmarking of Human Resources and other relevant management topics.</li> <li>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;</li> <li>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.</li> <li>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;</li> <li>6. Undertaking other duties as may be required.</li> </ol>
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 strategic HR management issues at the United Nations Secretariat, Funds and

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	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, 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	High proficiency in all MS Office products is a definitive requirement (in particular Powerpoint and Excel), practical experience in handling databases (MS Access) desirable. Solid knowledge of and experience in using online collaboration platforms and tools is highly 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 - Peacebuilding**

Name of host organisation	United Nations Volunteers (UNV) – Office in New York (ONY)
Internship Coordinator	Jan Snoeks, UNV Programme Specialist Peacebuilding
Address	Two United Nations Plaza New York, NY, 10017 USA
Homepage	www.unv.org

**Placement Offer**

Dates/duration	01.09.2016 – 28.02.2017, 6 months
Supervisor	Mr. Jan Snoeks, OIC / Programme Specialist Peacebuilding, UNV Office NY
Detailed description of the internship project(s); tasks assigned	<p><b>The UNV Programme</b> The United Nations Volunteers (UNV) programme is the UN organization that contributes to peace and development through volunteerism worldwide. Volunteerism is a powerful means of engaging people in tackling development challenges, and it can transform the pace and nature of development. The Carlo Schmid intern will work closely with all team members and interact with different colleagues and offices across the UN system.</p> <p><b>Functions/Responsibilities:</b> The Carlo Schmid 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> <p><b>Expected key areas of work:</b></p> <ol style="list-style-type: none"> <li>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.</li> <li>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 proceedings of the yearly meetings of some of the ECOSOC subsidiary bodies relevant to UNV's mandate such as: <ul style="list-style-type: none"> <li>• Commission for Social Development</li> <li>• UN Statistical Commission</li> <li>• Commission on the Status of Women</li> <li>• The High Level Political Forum on Sustainable Development</li> </ul> </li> <li>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.</li> <li>4) Prepare materials about UNV's activities, as and when required, for New York-based stakeholders.</li> <li>5) 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 and development processes, as well as assist in maintaining contacts with UNV's constituency in inter-governmental bodies, NGOs and the private sector, and build on existing areas of collaboration.</li> <li>6) Assist in monitoring of and researching on the inter-governmental negotiation process of the ongoing UN peacekeeping reform, the review of the UN peacebuilding architecture, and follow-up activities to the World Humanitarian Summit.</li> <li>7) 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.</li> </ol> <p>N.B. These duties can evolve and may be reviewed in function of evolving priorities within the UN System and the needs of the office.</p>

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Training components and learning elements	<p>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. The Carlo Schmid intern will receive an induction package at the beginning of the internship. In addition, initially he/she will accompany a team member to meetings and be provided with clear orientation and coaching, but will subsequently be expected to work in a self-directed manner on the assigned tasks, with some supervision and support by the ONY team. The intern will have the opportunity to attend and follow meetings and events where UNV is formally involved by him/herself or with another team member and report back. A detailed work plan will be prepared taking into account specific areas of interest, expertise and learning objectives of the intern, as well as the strategic, administrative and organizational needs of the office. The intern is expected to assess his/her performance on a regular basis and contribute to the smooth workflow in the office.</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 through attendance of out-of-office symposia, fora and meetings organized by the UN and partners on a range of topics.</p>
Participation in missions or training courses	<p>ONY team members do not travel often. The requirements of the job do not allow for much travel time, even for senior members of the team. On the other side, there are many visitors coming from UNV Field Units and UNV HQ to New York 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 a possibility for off-line training in areas managed by the UNDP Learning Resource Centre, these will be sought for the Intern – an approach successfully pursued in the past with other interns.</p>
Additional comments	<p>This internship will be an important part in strengthening the capacity of the ONY to support the advocacy and communications initiatives taking place at UN HQ.</p>

**Required Qualifications**

Academic qualification (student, B.A., M.A.)	
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"> <li>• Knowledge and understanding of volunteering issues and their link to social development, peace and security is an asset;</li> <li>• Volunteer experience an asset;</li> <li>• Have affinity with or interest in humanitarian relief, post-conflict situations, volunteerism as a mechanism for durable development, and the UN System;</li> <li>• Ability to work in multi-cultural setting.</li> </ul>
Additional skills/requirements	<ul style="list-style-type: none"> <li>• Strong research, drafting and analytical skills;</li> <li>• Excellent writing skills in English;</li> <li>• Strong interpersonal skills;</li> <li>• Strong communication and presentation skills;</li> <li>• Strong team player attitude required;</li> <li>• Understanding of the UN system and its values, such as integrity, professionalism and respect for diversity;</li> <li>• Manages well in a fast-paced work environment under tight deadlines</li> <li>• Keeps a good sense of humour in the office;</li> <li>• Highly organized, motivated and independent self-starter, who is able to take initiative with some supervision;</li> <li>• Genuine commitment towards the principles of voluntary engagement, which includes solidarity, compassion, reciprocity and self-reliance; and commitment towards the UN core values.</li> </ul>

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**Reference No.: UNV2, Ciudad del Saber – Regional Programme Development**

Name of host organisation	United Nations Volunteers (UNV) – Regional Centre, Panama
Internship Coordinator	Francisco Roquette, UNV Regional Manager, UNV Regional Office in Panama
Address	United Nations Volunteers (UNV) – Regional Centre, Panama Ciudad del Saber, Gustavo Lara Street, Building 144 B, Panamá,
Homepage	<a href="http://www.unv.org">www.unv.org</a>

**Placement Offer**

Dates/duration	01.09.2016 – 30.04.2017, 8 months
Supervisor	Francisco Roquette, UNV Regional Manager, UNV Regional Office in Panama
Detailed description of the internship project(s); tasks assigned	<p>The United Nations Volunteers (UNV) programme is the UN organization that contributes to peace and development through volunteerism worldwide.</p> <p>In 2014, UNV has opened three Regional Offices, including its Regional Office in Panama with the aim to support the Latin America and the Caribbean region through 1) better programming in the UNV Field Units and 2) position volunteerism at regional level through regional programmes in partnership with UN agencies.</p> <p><b>Job Summary:</b> 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 key research support in the development of the flagship 2016 UNV report 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><b>Functions/Responsibilities:</b> 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><b>Expected key areas of work:</b> The Carlo Schmid 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"> <li>- Support the development and initiation of regional programmes on youth and community resilience for climate change and disaster risk reduction;</li> <li>- Support the UNV efforts in forging partnerships with the private sector as well as south-south cooperation;</li> <li>- Support the integration of volunteerism in youth and community resilience for climate change and disaster risk reduction policy notes and guidance/practice notes, including a flagship publication focusing on volunteerism and the Latin America region (forthcoming 2016);</li> <li>- Collect best practices from the region with regard to volunteerism for youth development and community resilience for climate change and disaster risk reduction;</li> <li>- Support the organisation of advocacy events to promote volunteerism in work on community resilience for climate change and disaster risk reduction;</li> <li>- Strengthen the volunteer base in the region for climate change advocacy.</li> </ul> <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 volunteerism in the context of Latin America can be a valid programmatic response, based on his/her learning as</p>

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**Reference No.: UNV2, Ciudad del Saber – Regional Programme Development**

	<p>one specific result of his/her work. We also appreciate if the Intern can contribute 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"> <li>- Support the dissemination of knowledge products which document UNV's experiences and lessons learned, especially with regard to UNV's environment partnerships;</li> <li>- Contribute to the identification of best practices among various experiences which UNV has had and ensure highlighting them on UNV's knowledge portal.</li> </ul>
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 Carlo Schmid 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. On the other hand, there are 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.)	Intern MUST be enrolled in graduate programme for the duration of the internship!
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"> <li>• Any experience with youth development and community resilience for climate change and disaster risk reduction projects will be an asset;</li> <li>• Volunteer experience will be an asset;</li> <li>• Ability to work in multi-cultural settings.</li> </ul>
Additional skills/requirements	<ul style="list-style-type: none"> <li>• Strong drafting and organizational skills;</li> <li>• Excellent writing skills;</li> <li>• Strong interpersonal skills;</li> <li>• Strong communication and presentation skills;</li> <li>• Strong team player attitude required;</li> <li>• Understanding of the UN system and its values, such as integrity, professionalism and respect for diversity;</li> <li>• Keeps a good sense of humour in the office;</li> <li>• Well organized and independent.</li> </ul>

**CARLO SCHMID PROGRAMME**  
FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS  
PLACEMENT OFFER 2016/2017

**Reference No.: UNV3, Bangkok - Development of Regional Programmes and Initiatives On Youth**

Name of host organisation	United Nations Volunteers (UNV) – Regional Centre, Bangkok
Internship Coordinator	Manon Bernier, UNV Regional Manager, UNV Regional Office in Bangkok
Address	United Nations Building, Rajdamnern Nok Avenue, Bangkok 10200 Thailand
Homepage	<a href="http://www.unv.org">www.unv.org</a>

**Placement Offer**

Dates/duration	01.09.2016 – 30.04.2017, 8 months
Supervisor	Manon Bernier, UNV Regional Manager, UNV Regional Office in Bangkok
Detailed description of the internship project(s); tasks assigned	<p>The United Nations Volunteers (UNV) programme is the UN organization that contributes to peace and development through volunteerism worldwide.</p> <p><b>Job Summary:</b> The Intern will be actively involved in the Regional Centre’s work on the development of regional programmes and initiatives on youth. The world youth population is around 1.8 billion out of which 717 million live in the Asia-Pacific region representing 60 per cent of the world’s youth. UNV provided active support to involvement of youth in the formal consultations in the Post-2015 process as well as its own broad-based consultations to analyze advances and best practices in the field of youth volunteering addressing key areas such as social exclusion, lack of empowerment, unemployment. UNDP and UNV are now developing a programmatic partnership focused on empowering young people to deliver on the SDGs by 2030 in the region. Main tasks of the volunteer will be to support this programme by working on strengthening partnerships, support knowledge generation and communication. He/she will be involved in outreach activities and conceptual work with regard to youth. It should be also noted that the focus is regional, with sub-regional follow-up. 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 and communication; contribute to research, data and information collection, as well as working on communication strategy for this programme.</p> <p><b>Functions/Responsibilities:</b> The Intern will work under the direct supervision of the UNV Regional Manager for the Asia and Pacific region but work very closely with the Youth Specialist. Additionally, the Intern will receive support as required from the UNV Regional team, including the Specialist volunteers in the area of DRR, BSS and Peace-Building. Logistical, every day support from the UNV Regional Office in Bangkok (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 the youth priority areas of UNV’s strategic framework 2014-2017.</p> <p><b>Expected key areas of work:</b> The Carlo Schmid 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"> <li>- Support the initiation and implementation of regional programmes on youth;</li> <li>- Support the UNV efforts in forging partnerships with the private sector as well as south-south cooperation in the area of youth</li> <li>- Develop communication strategy on the benefits and contribution of youth volunteerism in the Asia Pacific region.</li> <li>- Collect best practices from the region with regard to volunteerism for youth;</li> <li>- Support the organisation of advocacy events to promote volunteerism in work on youth and inclusion and participation.</li> </ul> <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 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 can contribute 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"> <li>- Support the dissemination of knowledge products which document UNV’s experiences and lessons learned, especially with regard to UNV’s youth partnerships;</li> <li>- Contribute to the identification of best practices among various experiences which UNV has</li> </ul>

**CARLO SCHMID PROGRAMME**  
 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS  
 PLACEMENT OFFER 2016/2017

**Reference No.: UNV3, Bangkok - Development of Regional Programmes and Initiatives On Youth**

	had and ensure highlighting them on UNV's knowledge portal.
Training components and learning elements	The UNV Regional Office in Bangkok has a very dynamic environment. It provides ample opportunities for learning through proactive participation in many meetings, fora and learning events at the UN. Bangkok 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 Carlo Schmid Intern will have an agreed period for learning about UNV, its work and the activities of the Office in Bangkok 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. 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 inclusion and participation.
Participation in missions or training courses	In the context of programme development, there might be opportunities for field missions. On the other hand, there are many visitors coming from UNV Field Units and UNV HQ to Bangkok 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.
Additional comments	This internship will support the development and initiation of concrete regional and national proposals in the context of the UNV Global Programme on Youth

## Required Qualifications

Academic qualification (student, B.A., M.A.)	Intern MUST be enrolled in graduate programme for the duration of the internship!
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"> <li>• Any experience with youth development and community resilience for climate change and disaster risk reduction projects will be an asset;</li> <li>• Volunteer experience will be an asset;</li> <li>• Ability to work in multi-cultural settings.</li> </ul>
Additional skills/requirements	<ul style="list-style-type: none"> <li>• Strong drafting and organizational skills;</li> <li>• Excellent writing skills;</li> <li>• Strong interpersonal skills;</li> <li>• Strong communication and presentation skills;</li> <li>• Strong team player attitude required;</li> <li>• Understanding of the UN system and its values, such as integrity, professionalism and respect for diversity;</li> <li>• Keeps a good sense of humour in the office;</li> <li>• Well organized and independent.</li> </ul>

**CARLO SCHMID PROGRAMME**  
 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS  
 PLACEMENT OFFER 2016/2017

**Reference No.: UNV4, Dakar – Field Unit Senegal**

Name of host organisation	UNV Field Unit Senegal
Internship Coordinator	Renata Farias, UNV Programme Officer
Address	Immeuble Wollé Ndiaye Parcelle 10, Zone 3 Almandies, PO Box 154 Dakar Senegal
Homepage	

**Placement Offer**

Dates/duration	01.09.2016 – 28.02.2017, 6 months
Supervisor	Renata Farias, UNV PO
Detailed description of the internship project(s); tasks assigned	<p>The United Nations Volunteers (UNV) programme is the UN organization that contributes to peace and development through volunteerism worldwide. Volunteerism is a powerful means of engaging people in tackling development challenges, and it can transform the pace and nature of development. Volunteerism benefits both society at large and the individual volunteer by strengthening trust, solidarity and reciprocity among citizens, and by purposefully creating opportunities for participation. UNV contributes to peace and development by advocating for recognition of volunteers, working with partners to integrate volunteerism into development programming, and mobilizing an increasing number and diversity of volunteers, including experienced UN volunteers, throughout the world. UNV embraces volunteerism as universal and inclusive, and recognizes volunteerism in its diversity as well as the values that sustain it: free will, commitment, engagement and solidarity.</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"> <li>• 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.</li> <li>• Support the UNV Field Unit in developing information, outreach and communication materials about volunteering;</li> <li>• Research communication, best practices and innovative resources for social media strategies, focusing on participant-driven content;</li> <li>• Support preparation of content updates of websites and social media outlets;</li> <li>• Promote and strengthen volunteerism and community participation within UN Communication for Development efforts and foster community empowerment;</li> <li>• 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;</li> <li>• Support the promotion of International Volunteer Day (IVD);</li> <li>• Maintenance of information database and photo library;</li> <li>• 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.</li> </ul>

**CARLO SCHMID PROGRAMME**  
 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS  
 PLACEMENT OFFER 2016/2017

**Reference No.: UNV4, Dakar – Field Unit Senegal**

Training components and learning elements	<p>Learning elements for the intern include the development of:</p> <ul style="list-style-type: none"> <li>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.</li> <li>Inter-personal skills: including communication and listening skills; multi-cultural awareness and cultural competency; and conflict and stress management.</li> </ul>
Participation in missions or training courses	Equal opportunity to participate in training courses and workshops offered to the UN Volunteers assigned in Senegal.
Additional comments	The intern will work under the direct supervision of the UNV Programme Officer. The intern work plan will be prepared jointly with the incumbent. UNV Field Unit holds team meetings and team trainings on a regular basis, which the incumbent will also attend. During these meetings the incumbent'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.)	University degree in Public Relations, Communication, or other relevant areas.
Subjects	Public Relations, communications, development, social marketing, social investment, social sciences.
Language Skills	<ul style="list-style-type: none"> <li>Good knowledge of English</li> <li>Above-average knowledge of French</li> </ul>
Computer literacy	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"> <li>Demonstrated interest or experience promoting the activities of a development organization would be an asset</li> <li>Understanding of proper image formatting, editing, and enhancing techniques, knowledge of photo editing software and keen eye for photography would be an advantage.</li> </ul>
Additional skills/requirements	<ul style="list-style-type: none"> <li>Self-motivation and proven ability to take initiative;</li> <li>Ability to work in a team, to multi-task and to meet deadlines</li> <li>Be gender sensitive (gender equality awareness)</li> <li>Motivated to contribute towards peace and development and to serve others;</li> <li>Good interpersonal, networking and communication skills;</li> <li>Willingness to contribute and work as part of a team;</li> <li>Flexible and open to learning and new experiences;</li> <li>Respect for diversity and adaptability to other cultures, environments and living conditions;</li> <li>Previous experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) would be highly regarded.</li> </ul>

**CARLO SCHMID PROGRAMME**  
 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS  
 PLACEMENT OFFER 2016/2017

**Reference No.: WB1, 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	01.10.2016 – 31.03.2017, 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 (Afghanistan, Liberia), fragile and post-disaster states (Haiti, Burundi) to emerging global players (India, China, Brazil), but also with diverse geographical challenges ranging from mountainous terrain (Andes, Himalaya - Hindu Kush) to below sea-level situations (Bangladesh, Small Island Development States).</p> <p>Many of the Bank's client countries, especially in the Latin America region, 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 and site contamination.</p> <p>A robust knowledge framework is needed for the development of evidence-based country dialogue, policy advice, project development and implementation. This would require combining analytical results across sectors (e.g. economics and natural science, urban and water, energy, etc.), geographical landscapes, and ecosystems (mountains, deserts, drylands, coastal areas, islands, cities, etc.).</p> <p>Within this general framework and under the guidance of the supervisor who is working with the World Bank's Environment and Natural Resources Global Practice (GENDR) with a focus on Latin America and the Caribbean, the candidate will support analytical and operational work by taking on tasks falling under the following categories:</p> <ol style="list-style-type: none"> <li>a) Carrying out (economic) analyses in environment, natural resources, urban, and energy with a strong focus on interdisciplinary / cross-sectoral dimensions</li> <li>b) Data collection and analysis</li> <li>c) Conducting literature reviews focusing on issues related to environmental and natural resource management, energy, urbanization, poverty, etc.</li> <li>d) Develop communication and information material for knowledge dissemination and capacity building,</li> <li>e) Prepare briefing material for WB senior management,</li> <li>f) Organize meetings and presentations,</li> <li>g) Contribute further to the publication of, for example, Policy Notes, Environmental Notes, research reports, and other knowledge products.</li> </ol>
Training components and learning elements	<ul style="list-style-type: none"> <li>• 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 operation a World Bank Global Practice with a focus on Latin America and the Caribbean.</li> <li>• The CSP fellow will gain experience in analytical work with strong relevance for the corporative policy and operational work of the World Bank.</li> <li>• 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</li> </ul>

**CARLO SCHMID PROGRAMME**  
 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS  
 PLACEMENT OFFER 2016/2017

**Reference No.: WB1, Washington D.C. - Environment and Natural Resources Global Practice**

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

**CARLO SCHMID PROGRAMME**  
 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS  
 PLACEMENT OFFER 2016/2017

**Reference No. WB2** - Public Service & Performance Department of the Latin America and Caribbean Region

Name of host organisation	World Bank, Public Service and Performance Department of the Latin America and Caribbean Region
Internship Coordinator	Fanny Weiner
Address	1818 H St, NW Washington, DC 20433 USA
Homepage	www.worldbank.org

## Placement Offer

Dates/duration	01.09.2016 – 28.02.2017, 6 months
Supervisor	Arturo Herrera (Practice Manager)
Detailed description of the internship project(s); tasks assigned	<p>The intern would be part of the Public Service and Performance Department of the Latin America and Caribbean Region, which is part of the Governance Global Practice of the World Bank.</p> <p>The Public Service and Performance Department assists governments at all levels to boost service delivery performance, and improve transparency and accountability in their operations. Promoting good governance through strong institutions, valuable service delivery, and citizen engagement, the Department helps build an enabling environment to achieve the World Bank Group's twin goals: to end poverty and boost shared prosperity.</p> <p>Topics in Public Service and Performance include: (i) Revenue mobilization and equity - supporting governments and tax administration agencies; (ii) Public Financial Management - supporting governments in the design and implementation of, inter alia, Public Finance Management Systems; (iv) Justice Sector - supporting governments on building the justice sector's institutional capacity; (v) State-owned Enterprises - supporting governments on improving State Owned Enterprises' (SOEs); and (vi) Subnational and Service Delivery - supporting subnational governments with a focus on enhancing service delivery.</p> <p><b>TASKS:</b>          The intern would provide support on analytical, operational and technical aspects and will assist Task Team Leaders (TTLs) and other members of Task Teams in activities related to the preparation of analytical work and/or lending projects.</p> <p>The intern would be expected to carry out the following tasks in the topics related to the projects to which she/he would be assigned to:</p> <ul style="list-style-type: none"> <li>• Research on relevant topics using internal and external information sources, including</li> <li>• Data/information analysis and review</li> <li>• Perform statistical analysis and data mining as required</li> </ul> <p>Support in operational tasks, such as</p> <ul style="list-style-type: none"> <li>• Project preparation and implementation</li> <li>• Participate in project component design and follow-up</li> <li>• Missions preparation, participation and follow-up reporting</li> </ul> <p>Assistance in the preparation of management briefs, reports, presentations and sector</p>

**CARLO SCHMID PROGRAMME**  
 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS  
 PLACEMENT OFFER 2016/2017

**Reference No. WB2** - Public Service & Performance Department of the Latin America and Caribbean Region

Training components and learning elements	<p>updates. Other tasks that may be assigned.</p> <p>As part of the on-the-job-training, the intern would become familiar with the mission and work of the World Bank and would learn about the project cycle of the World Bank's lending projects and analytical and advisory activities. The intern would become familiar with the different World Bank products, and be exposed to report writing, database and project management.</p> <p>As part of the Public Service and Performance Department, the intern would have the opportunity to work with a range of senior World Bank Specialists and gain knowledge in the areas of expertise of the department, and in particular current developments in the Latin America and Caribbean Region.</p>
Participation in missions or training courses	<p>The intern most likely would be able to participate in a mission to Latin America with a project he/she would be assigned to.</p> <p>The intern would also receive training on the World Bank's operational processes and be able to attend other sector-specific training events, speeches and conferences at the World Bank.</p>
Additional comments	N/A

## Required Qualifications

Academic qualification (student, B.A., M.A.)	Bachelor or Master Studies
Subjects	Public Administration, Public Policy, Economics, Political Science, or related discipline.
Language Skills	Excellent oral and written communication skills in English and Spanish are necessary for this internship. Additional knowledge of Portuguese is a plus.
Computer literacy	Excellent knowledge of Microsoft Word, Excel and PowerPoint is required; knowledge of statistical analysis software (e.g. STATA and similar) and familiarity with main World Bank/IMF economic databases, as well as key external databases would be an advantage.
Internship-related experiences	<ul style="list-style-type: none"> <li>• Excellent qualitative and quantitative analytical skills</li> <li>• Experience with research or academic institutions is required;</li> <li>• Experience with local development studies is a plus;</li> <li>• Experience with public sector institutions is a plus</li> </ul>
Additional skills/requirements	<ul style="list-style-type: none"> <li>• Well-developed interpersonal, team working and communications skills;</li> <li>• High motivation, flexibility, reliability and a proactive approach to working with all staff in a team-driven environment, and initiative and ability to work on his/her own on the assigned tasks.</li> </ul>

**CARLO SCHMID PROGRAMME**  
 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS  
 PLACEMENT OFFER 2016/2017

**Reference No.: WB3, Washington D.C. - Global Practice for Social, Urban and Rural Development**

Name of host organisation	World Bank
Internship Coordinator	Tobias Lechtenfeld
Address	Global Practice for Social, Urban and Rural Development, MENA 1818 H St NW, Washington, D.C. 20433, United States
Homepage	www.worldbank.org

**Placement Offer**

Dates/duration	01.09.2016 – 28.02.2017, 6 months
Supervisor	Tobias Lechtenfeld, Economist, Global Practice for Social, Urban and Rural Development; Middle East and North Africa unit
Detailed description of the internship project(s); tasks assigned	<p>The Carlo Schmid fellow will be part of the Global Practice for Social, Urban and Rural Development. Social Development focuses on the need to 'put people first' in development processes. Poor people's voices tell us that poverty is more than low income - it is also about vulnerability, exclusion and isolation, unaccountable institutions, powerlessness, and aggravated exposure to violence. Overcoming poverty requires more than getting economic policies right. Many of societies are torn by conflict, fragility and violence, or beset by inequality of opportunity based on gender, race, ethnicity, religion or other factors. Governance problems such as corruption and lack of citizen voice and participation afflict many societies and nations, undermining public participation in decision making that affects communities' futures.</p> <p>The particular assignment will be focussing on the Middle East and North Africa region, where many countries are affected by multiple challenges, such as social inclusion, enabling political participation of marginalized segments of society; high degrees of fragility and conflict; increasing urbanization; incomplete the transition towards more decentralized modes of service delivery, as well as fragility and forced displacement. The Global Practice works with governments, communities, civil society and the private sector to help promote a state that is inclusive, responsive and accountable to citizens.</p> <p>The assignment will include the following tasks:</p> <p><b>I. Contribute to analytical work</b></p> <p>An essential and increasingly important part of the World Bank's contribution to development is the analytical and advisory work that is carried out for our client countries. The unit is using a programmatic approach to analytical work including flagship reports to advance the development agenda, background studies to inform and guide new projects within sector strategies, conduct technical studies to strengthen ongoing lending operations, and conduct impact evaluations to better monitor and assess project results. The fellow will contribute to some of the ongoing analytical work based on operational needs, interests and skills.</p> <p><b>II. Support Operations and Policy Dialogue</b></p> <p>The fellow will support Task Teams and team members on a variety of different operational projects in a diverse set of counties in the MENA region such as Lebanon, Morocco, the Palestinian Territories, Tunisia, Yemen and others, depending on needs, interests, and required skills.</p> <p>Projects would have a focus on urban and social development with an emphasis on improving local service delivery through decentralization and related social development challenges such as gender mainstreaming, inclusive youth policies, and participatory planning and budgeting, as well as projects addressing the regional refugee crisis.</p> <p>Specific responsibility would be to</p> <ul style="list-style-type: none"> <li>• conduct research on selected topics using micro-survey data to generate descriptive statistics and simple regression analysis;</li> </ul>

**CARLO SCHMID PROGRAMME**  
FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS  
PLACEMENT OFFER 2016/2017

**Reference No.: WB3, Washington D.C. - Global Practice for Social, Urban and Rural Development**

	<ul style="list-style-type: none"> <li>• support new projects in the design stage (identification and appraisal);</li> <li>• contribute to project implementation through monitoring and other aspects.</li> <li>• join missions to client countries;</li> </ul> <p>The assignments will be structured to enable the fellow to become an integral part of the projects task teams she/he will be working on.</p>
Training components and learning elements	The fellow will work in a stimulating environment as member of a multidisciplinary team. She/he will benefit from mentoring and day-to-day guidance provided by senior members of the team, and will have access to World Bank learning events, such as seminars and workshops. In addition, the fellow will be asked to develop her/his personalized training program from a large selection of technical online training courses on state-of-the-art content on Development Policy and Development Finance.
Participation in missions or training courses	Mission travel expected, up to two times for ca. two-four weeks in total in the MENA region. 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, available funds and security.
Additional comments	The above description of the tasks reflects the World Bank's strategic priorities for inclusive development in the MENA region. The fellow will have an opportunity to adjust her/his within the team in accordance with expertise and interests. The position will be based in Washington, DC.

## Placement Offer

Academic qualification (student, B.A., M.A.)	Master level completed
Subjects	<ul style="list-style-type: none"> <li>• Economics (preferable with a specialization in micro-economic methods; vulnerability, social capital; or conflict, fragility)</li> <li>• Conflict Economics, Refugees and Forced Displacement (preferable with an emphasis on the development aspects of humanitarian crises)</li> <li>• Urban Development (with an emphasis on development economics)</li> </ul>
Language Skills	<ul style="list-style-type: none"> <li>• Advanced-level English (written and spoken)</li> <li>• Advanced-level French (written and spoken)</li> </ul> <p>Of additional advantage:</p> <ul style="list-style-type: none"> <li>• Basic-level Arabic (spoken)</li> </ul>
Computer literacy	Proficiency in MS Word, Excel and PowerPoint. Strong Stata/R skills of advantage.
Internship-related experiences	<ul style="list-style-type: none"> <li>• Work/Study Experience with countries of Middle East and North Africa desirable.</li> <li>• Work experience in middle income countries is highly desirable.</li> <li>• Work experience in conflict/fragile context of advantage.</li> </ul>
Additional skills/requirements	<ul style="list-style-type: none"> <li>• Strong organizational, research, and presentation skills</li> <li>• Ability to work independently after receiving initial guidance on tasks; move tasked assignments forward with own inputs and innovation in coordination with supervisor</li> <li>• Be creative and innovative as regards area of specialization and technical skills</li> <li>• Experience in applied qualitative and quantitative research methods</li> <li>• Ability to work capably under stress and to handle multiple tasks under tight deadlines</li> <li>• Team player with the demonstrated ability to work collaboratively to achieve shared objectives</li> <li>• Ability to travel at short notice to developing countries if required</li> <li>• Strong interest in and ability to work in a multi-cultural work environment</li> </ul>

**CARLO SCHMID PROGRAMME**  
FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS  
PLACEMENT OFFER 2016/2017

**Reference No.: WB4, Kathmandu - Trade and Competitiveness Global Practice**

Name of host organisation	WORLD BANK GROUP, TRADE AND COMPETITIVENESS GLOBAL PRACTICE
Internship Coordinator	CELIA ORTEGA SOTES, PROGRAM MANAGER TRADE AND COMPETITIVENESS NEPAL
Address	World Bank Group Trade & Competitiveness World Bank Group, Hotel Yak & Yeti Complex, Durbar Marg, Kathmandu, Nepal
Homepage	www.ifc.org

## Placement Offer

Dates/duration	01.09.2016 – 30.04.2017, 8 months
Supervisor	CELIA ORTEGA SOTES
Detailed description of the internship project(s); tasks assigned	<p>The development of a vibrant private sector is central in promoting economic growth and expanding opportunities for poor people. Research shows that encouraging firms to invest, improve productivity and create jobs requires the right legal and regulatory environment – including protection of property rights, stable access to credit, and ease of starting a business.</p> <p>The joint Trade and Competitiveness Global Practice (T&amp;C) – combining teams from the World Bank, IFC and MIGA – provides a comprehensive array of solutions to support the efforts of client governments to boost trade and investment, to improve productivity and competitiveness at the national and industry levels, and to create a better environment in general for business operations. T&amp;C works with governments to design policies that promote private sector growth, while helping them identify and remove impediments to the smooth functioning of markets.</p> <p>Trade &amp; Competitiveness Nepal provides advisory services aimed at improving business operating environment in Nepal. It is managed by IFC, and has four closely related Projects, namely, Regulatory Reform; Public Private Sector Dialogue, Investment Climate for Industry (Tourism) and Trade Policy. The overall objective of the T&amp;C Program is to stimulate private investment in Nepal, which is critical for job creation and economic growth. T&amp;C teams work closely with local and international teams, and with both the government and private sector to achieve this overall objective.</p> <p><b>DUTIES AND ACCOUNTABILITIES</b></p> <p>The Investment Generation Analyst will be expected to support the implementation of the tourism investment promotion strategy of the Government of Nepal and in particular work closely with the local IFC Officers working on infrastructure and tourism industry specialists. In particular in FY17 the project will focus on:</p> <p>Analytical Work: Removing legal and regulatory obstacles to the investment in tourism infrastructure and promoting reform</p> <p>Operational Work:</p> <ol style="list-style-type: none"> <li>1. Post-quake recovery: Building Resilience in the Tourism sector (preparedness, relief, and sustainability)</li> <li>2. Development of business plans for 3 pilot national parks and resort concessions</li> <li>3. Scale up the food safety certification for the hospitality industry</li> <li>4. Implementing the Trade Policy and Competitiveness Plan</li> </ol> <p>The position will include the following responsibilities:</p> <ul style="list-style-type: none"> <li>• Support the GoN in translating the ITIP strategy into specific and time-bound</li> </ul>

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**Reference No.: WB4, Kathmandu - Trade and Competitiveness Global Practice**

	<p>action plans</p> <ul style="list-style-type: none"> <li>• Support the outreach activities of the investment promotion program in the region, with a focus on Nepal. Work with investment promotion agencies/government departments to create a pipeline of potential investors and a Client Tracking System, and follow-up to organize site-visits.</li> <li>• Help assess sectoral bottlenecks that inhibit private investment in the target sectors, and work with broader T&amp;C team to bring in necessary support for reforms and infrastructure support</li> <li>• Identify issues in the regulatory environment in Nepal that impede foreign direct investment and work with concerned agencies to amend them.</li> <li>• Help design the sector-specific disaster preparedness work program (preparedness, relief and rebuilding).</li> <li>• Help develop capacity of the Nepalese stakeholders</li> </ul>
Training components and learning elements	Training on the job is encouraged through a hands-on approach. The WBG offers Brown Bag Lunches on a monthly basis on a variety of topics regarding active technical assistance projects.
Participation in missions or training courses	No travel is expected outside Nepal. Travel inside Nepal may be required
Additional comments	

### Required Qualifications

Academic qualification (student, B.A., M.A.)	<p>Essential skills and qualifications:</p> <p>Advanced degree (Masters or equivalent) in a relevant area including international business, economics, law, or international relations;</p>
Subjects	International business, economics, law, or international relations
Language Skills	Fluency in English essential as well as proven writing skills.
Computer literacy	Proficient in MS Office
Internship-related experiences	Previous working experience is a plus
Additional skills/requirements	<ul style="list-style-type: none"> <li>• Relevant experience in investment climate, policy-making, investment and trade promotion, in developed or developing countries;</li> <li>• Excellent communications and networking skills;</li> </ul>

**CARLO SCHMID PROGRAMME**  
 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS  
 PLACEMENT OFFER 2016/2017

**Reference No: WB5, Washington D.C. - Budget & Performance Review Department**

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	<a href="http://www.worldbank.org">www.worldbank.org</a>

### Placement Offer

Dates/duration	01.09.2016 - 28.02.2017, 6 month
Supervisor	Marie-Renee Bakker
Detailed description of the internship project(s); tasks assigned	<p><b>Background</b></p> <p>1. The Budget, Performance Review &amp; 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 Bankwide Policies and Systems) is comprised of three functional pillars: Systems &amp; Data Governance, Budget Monitoring &amp; Reporting, and Knowledge Management &amp; 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><b>Scope of Work</b></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 &amp; 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>
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	

**CARLO SCHMID PROGRAMME**  
 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS  
 PLACEMENT OFFER 2016/2017

**Reference No: WB5, Washington D.C. - Budget & Performance Review Department**

**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	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.

**CARLO SCHMID PROGRAMME**  
 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS  
 PLACEMENT OFFER 2016/2017

**Reference No.: WB6, Washington D.C. - Social Protection and Labor Global Practice**

Name of host organisation	The World Bank (Social Protection and Labor Global Practice – Europe and Central Asia region)
Internship Coordinator	Victoria Levin
Address	1818 H ST NW, Washington DC, 20433 USA
Homepage	<a href="http://www.worldbank.org/en/topic/socialprotectionlabor">http://www.worldbank.org/en/topic/socialprotectionlabor</a>

## Placement Offer

Dates/duration	01.09.2016 – 28.02.2017, 6 months
Supervisor	Victoria Levin and Matteo Morgandi
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 would be assigned to the following tasks:</p> <ol style="list-style-type: none"> <li>1) <b>Promoting better skills development.</b> The World Bank has an active work program in several countries (e.g. Bulgaria, Turkey, 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.</li> <li>2) <b>Promoting higher labor force participation and productivity in aging societies.</b> 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 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.</li> <li>3) <b>Improving labor market outcomes of women and marginalized groups.</b> In some countries in ECA (such as Turkey and South Caucasus) labor force participation of women is significantly lower than that of men; in turn, high joblessness rates are a major cause of poverty of households. Gender imbalances in the labor market depend on several economic, cultural and institutional factors. In other countries (such as Bulgaria), labor market outcomes of minority ethnic groups lag far behind, suggesting that labor market exclusion may be perpetuating inequalities in living standards. The intern would work under the team's guidance to produce stylized facts on</li> </ol>

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 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS  
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**Reference No.: WB6, Washington D.C. - Social Protection and Labor Global Practice**

	<p>women's and minority ethnic groups' engagement in the labor market through existing datasets, in order to triangulate qualitative and quantitative evidence, and eventually would contribute to the preparation of policy notes that can be shared with counterparts.</p> <p>4) <b>Increasing the effectiveness of social safety nets.</b> Some countries in the ECA region (such as Russia) are working with the World Bank to improve the design and implementation of their social assistance programs in order to increase these programs' effectiveness in protecting beneficiaries from poverty and vulnerability as well as to enhance the efficiency of social assistance spending. As part of this task, the intern would be expected to conduct literature reviews, manage and analyze large household surveys and administrative datasets, and produce policy notes and presentations for discussion with the counterparts.</p>
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	<p>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.</p>
Additional comments	<p>As customary, all contributions of the intern will be duly acknowledged in all published analytical products.</p>

## 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	<p>Experience with data management of large datasets (ideally, experience working with household surveys, such as Labor Force Surveys, Household Budget Surveys)</p> <p>Extensive familiarity with econometric analysis (e.g. bivariate and multi-variate analysis, graphing plots)</p> <p>Great verbal and written communication skills</p> <p>Ability to work in fast-paced environment</p> <p>High level of motivation and commitment to meet tight deadlines</p> <p>Great inter-personal skills</p>

**CARLO SCHMID PROGRAMME**  
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**Reference No.: WB7, Washington D.C. - Climate Change Policy Team**

Name of host organisation	World Bank Group
Internship Coordinator	Stephen A. Hammer
Address	Climate Change Policy Team The World Bank 1818 H Street NW, 20433 Washington DC
Homepage	<a href="http://www.worldbank.org/">http://www.worldbank.org/</a>

## Placement Offer

Dates/duration	01.10.2016 – 31.03.2017, 6 months
Supervisor	Anne Schopp (Environmental Economist, Climate Change Policy Team, Climate Change Cross Cutting Solutions Area)
Detailed description of the internship project(s); tasks assigned	<p>Climate change is happening now and impacting countries and people, with the poor being the hardest hit. The World Bank Group is committed to tackling climate change. It is integral to its mission of eliminating extreme poverty and boosting shared prosperity.</p> <p>The World Bank is committed to implement GHG Accounting for investment lending projects across sectors (energy, forestry, agriculture, transport, urban and water sectors). The Climate Change Group Policy Team (GCCPT) plays a coordinating role in GHG Accounting implementation working closely with focal points and sector experts in Global Practices (GPs). This includes the GHG Portfolio Footprint Project to calculate the World Bank's risk exposure to carbon-entangled assets. To carry out this project, a team will review World Bank projects in the current portfolio to determine their individual GHG gross emissions and the aggregate gross emissions across all relevant World Bank projects.</p> <p>As part of this team and under the guidance of the supervisor, the CSP fellow will take on the following tasks:</p> <ul style="list-style-type: none"> <li>• <u>Data collection</u>: Review World Bank project documents to pull out information relevant to gross GHG emissions</li> <li>• <u>Analysis</u>: Calculate the total gross emissions per project and across all projects in Excel</li> <li>• <u>Engagement</u>: Coordinate with team members and seek out guidance from the Global Practices (GPs) to better understand how to approach calculating emissions for different project types</li> <li>• <u>Organization</u>: Organize meetings and presentations</li> <li>• <u>Training</u>: Support team in developing and conducting training and outreach activities</li> <li>• <u>Harmonization</u>: Work with team on harmonization of GHG accounting methodologies within the World Bank Group and with other International Financial Institutions.</li> </ul>
Training components and learning elements	<ul style="list-style-type: none"> <li>• As active member of the Climate Change Group Policy Team, the CSP fellow will gain insight in integration of climate change considerations in operational work of the World Bank</li> <li>• The CSP fellow will gain experience in analytical work with relevance to World Bank commitments to tackle climate change</li> <li>• The CSP fellow will have the opportunity to interact and collaborate with peers from different development fields in a diverse and vibrant environment</li> </ul>
Participation in missions or	The CSP fellow will have the opportunity to participate in outreach events, Brown Bag

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**Reference No.: WB7, Washington D.C. - Climate Change Policy Team**

training courses	Lunches and the rich training program of the World Bank in Washington DC.
Additional comments	

**Required Qualifications**

Academic qualification (student, B.A., M.A.)	M.A.
Subjects	Economics, Finance, Engineering or related Sciences (preferably with a specialisation in Climate, Energy or Environment)
Language Skills	Strong proven writing and communication skills in English are essential. Knowledge of an additional language (French / Spanish) are desirable.
Computer literacy	Proficiency in MS Word, Excel, PowerPoint is essential.
Internship-related experiences	Work experience in the field of climate mitigation in World Bank client countries is desirable.
Additional skills/requirements	<ul style="list-style-type: none"> <li>• Strong proven analytical and quantitative skills</li> <li>• Results oriented, with an ability to work independently, devise and produce results in collaboration with departments across the Bank</li> <li>• Strong organizational, research, and presentation skills</li> <li>• Ability to deliver in a dynamic environment with multiple demands and quick turnaround of outputs</li> <li>• Team player with the demonstrated ability to work collaboratively to achieve shared objectives</li> <li>• Strong interest in and ability to work in a multi-cultural work environment</li> </ul>

**CARLO SCHMID PROGRAMME**  
 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS  
 PLACEMENT OFFER 2016/2017

**Reference No.: WB8, Washington - Operations and Country Services**

Name of host organisation	The World Bank
Internship Coordinator	Ms. Lilia Burunciuc, Manager, Office of the Vice President, Operations and Country Services (OPCS)
Address	1818 H Street, NW Washington, DC 20433 USA
Homepage	www.worldbank.org

### Placement Offer

Dates/duration	01.09.2016 – 28.02.2017, 6 months
Supervisor	Ms. Lilia Burunciuc
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"> <li>• 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.</li> <li>• 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.</li> <li>• Review documents and reports and provide comments and summaries to the Vice President and Front Office staff.</li> <li>• Write briefs, power point presentations and notes for the Vice President,</li> </ul>

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	<p>prepare background materials for meetings, write minutes and help with the follow up.</p> <ul style="list-style-type: none"> <li>• Work with the Front Office Manager on cross-cutting OPCS issues such as streamlining of institutional processes and practices.</li> <li>• 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.</li> <li>• 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</li> <li>• Share miscellaneous responsibilities and undertake other duties as needed.</li> </ul>
Training components and learning elements	<p>The internship in OPCS will:</p> <ul style="list-style-type: none"> <li>• help the selected candidate learn about the World Bank business, strategic directions, operational policies and practices;</li> <li>• allow the candidate to get familiar with the social and environmental aspects of development.</li> <li>• enhance the candidate's skills to perform research, work on documents, power points and briefing notes;</li> <li>• strengthen the candidate's organizational and planning skills.</li> </ul>
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.)	B.A. in International Development, Economics, Business Administration, Public Sector management, or other relevant field.
Subjects	Environmental and social standards in public and private sector projects.
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	<p>The candidate will get first-hand experience with environmental and social standards applied to projects financed by the World Bank.</p> <p>The candidate will gather experience and broad understanding of the World Bank's operating model through interactions with the OPCS colleagues and various Operational Units in the Organization.</p> <p>He/she will be exposed to multilateral developmental work in a multicultural environment.</p>
Additional skills/requirements	<ul style="list-style-type: none"> <li>▪ Ability to multi-task and working under tight deadlines.</li> <li>▪ Commitment to teamwork, knowledge-sharing, and ability to influence across organizational boundaries.</li> <li>▪ Ability to communicate ideas effectively and to interpret information and data quickly and clearly, including with informative graphs and charts.</li> <li>▪ Strong interpersonal skills and ability to work in a multicultural team environment.</li> </ul>

**CARLO SCHMID PROGRAMME**  
 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS  
 PLACEMENT OFFER 2016/2017

**Reference No.: WFP1, Dakar - Regional Compliance Unit**

Name of host organisation	World Food Programme Regional Bureau for West Africa
Internship Coordinator	Bob Barad, Dakar Gabrielle Milanovic, Rome
Address	10 Avenue Pasteur x Rue Gallieni Dakar Senegal
Homepage	www.wfp.org

**Placement Offer**

Dates/duration	01.09.2016 – 28.02.2017, 6 months
Supervisor	Jamie Watts
Detailed description of the internship project(s); tasks assigned	<p>The intern would work under the direct supervision of the Regional Senior Compliance Officer and other staff within a small Regional Compliance Unit.</p> <p>The Regional Compliance Function provides advice to RB and CO management on strategic compliance issues and the creation of an effective control environment to support operational efficiency. It recommends improvements and enhancements to ensure operational efficiency and optimization of WFP resources.</p> <p>The Regional Compliance Function manages planning and implementation of oversight activities, and coordinates various oversight processes including monitoring of internal controls, strategic compliance, oversight body recommendation follow up, performance and risk management.</p> <p>The Regional Compliance Unit works in close collaboration with all relevant units (Programme, Logistics, Resource Management, Finance and Administration etc.) in the Regional Bureau, with Country Office management and staff, with Headquarters oversight units and to some extent with external parties such as donors, partners and beneficiaries.</p> <p>The objectives of the internship position are to:</p> <ul style="list-style-type: none"> <li>• Support the development and implementation of key compliance systems</li> <li>• Support the development and testing of compliance tools/methodologies, standard operating procedures and guidelines</li> <li>• Analyse regional level and country level data (quantitative and qualitative) to inform management about compliance issues and progress</li> <li>•</li> </ul> <p>The intern would carry out the following tasks:</p> <ul style="list-style-type: none"> <li>• Develop and maintain a data base of compliance coverage history and analyse areas of gaps and need</li> <li>• Support the development and implementation of processes for assessing country office level priorities for compliance and control support</li> <li>• Analyse data on key performance indicators and report on areas of strengths and weaknesses, developing dashboards and other innovative approaches to reporting and communicating evidence and data</li> <li>• Support the development and implementation of systems and processes for tracking recommendations and follow up</li> <li>• Support annual Performance and Risk Management processes at Country Office and Regional Bureau levels</li> <li>• Assist with compliance missions, presentations and training</li> </ul>
Training components and learning elements	This position provides an excellent learning opportunity to gain insight into the entire range of WFP's operations, including programme, administration, finance, human resources and to gain experience and understanding of performance and risk

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 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS  
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**Reference No.: WFP1, Dakar - Regional Compliance Unit**

	management systems relevant to a wide range of public institutions. The intern would have the opportunity to undertake a wide range of self study courses available through the Learning Management System, participate in workshops arising during the internship period, basic security training and harassment and abuse of power training are required and would be undertaken at the start of the internship period.
Participation in missions or training courses	The intern would have the opportunity to participate in compliance missions to other countries in the region as a member of the multi-functional team
Additional comments	

**Required Qualifications**

Academic qualification (student, B.A., M.A.)	<i>University degree B.A. or B.Sc. in relevant discipline including International Affairs, Economics, Nutrition/Health, Agriculture, Environmental Science, Social Sciences or other field relevant to international development assistance</i>
Subjects	International Development, Economics, Statistics, Sociology, Anthropology, Public Administration, Monitoring & Evaluation, Nutrition/Health, Agriculture, Environmental Science, and other subjects relevant to international development assistance
Language Skills	Good knowledge of English and an above-average knowledge of French
Computer literacy	Excel, word, powerpoint, outlook calendar, desired on line survey software, quantitative and qualitative data analysis packages
Internship-related experiences	<p>Experience with data analysis and displays, information systems and importantly experience communicating about evidence and data</p> <p>Experience working in a ability to work in a multi-cultural environment and in a developing country would be desirable</p> <p>Experience working in an international organization would be desirable</p>
Additional skills/requirements	<ul style="list-style-type: none"> <li>• strong interest in the use of evidence and data for management and decision making</li> <li>• ability to remain calm under pressure and to meet deadlines</li> <li>• ability to quickly adjust to a new working environment</li> <li>• good communication and editing skills</li> <li>• ability to work well in a team</li> <li>• strong client-orientation</li> <li>• strong networking skills</li> </ul>

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**Reference No.: WFP2, 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	<a href="http://www.wfp.org">www.wfp.org</a>

## Placement Offer

Dates/duration	01.09.2016 – 30.04.2017, 8 months
Supervisor	Ms Karin Schmitt, Head Of Programme WFP Peru
Detailed description of the internship project(s); tasks assigned	<ul style="list-style-type: none"> <li>• Assist in the overall programme management which includes implementation and monitoring of programmes and activities in the region;</li> <li>• Develop and sustain liaison with government and partners engaged in achieving sustainable development goal 2 – ending hunger with a focus on food security and nutrition;</li> <li>• Assist in the preparation and dissemination of timely analytical and critical reports including proposals for improvements in operations and the scope of programmes;</li> <li>• Assist the government in identifying fields of development where food assistance can be usefully employed and give assistance in planning, formulating, and targeting recipients for new requests for WFP assistance; specific areas may include cash transfers in emergencies, nutrition with a focus on anemia reduction, food related social protection programmes such as school feeding.</li> <li>• Assist in the design and maintain databases of indicators relating to nutritional food security and WFP projects;</li> <li>• Provide continuing liaison with bilateral food aid programmes, with UN agencies and with NGOs providing technical or other forms of assistance to WFP assisted projects.</li> <li>• Assist in the preparation of periodic reports on the progress of operational projects and related government plans;</li> <li>• Assist Country Director and/or Programme Advisor in preparation/update of the early warning, risk analysis and contingency planning in order to respond to humanitarian crises. Periodically monitor the management of risks and report on any actions taken.</li> </ul>
Training components and learning elements	The Fellow will be coached by senior staff and receive various food security and WFP specific on line training 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 missions as part of the work.
Additional comments	

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**Reference No.: WFP2, Lima - Country Office Peru**

### Required Qualifications

Academic qualification (student, B.A., M.A.)	Students or recent graduate at Master's Degree level (preferred)
Subjects	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.
Language Skills	Working knowledge of Spanish and English oral and written.
Computer literacy	Training and/or experience utilizing computers, including word processing, spreadsheet and other standard WFP software packages and systems desired.
Internship-related experiences	Work experience desired.
Additional skills/requirements	<p><b>Desirable Skills:</b> Able to undertake analytical work; able managed projects, programmes and/or operations. Good communication, writing skills.</p> <p><b>Critical Success Factors:</b> 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</p>

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**Reference No.: WFP3, Panama Stadt - Knowledge Management & Communication**

Name of host organisation	World Food Programme
Internship Coordinator	Alejandro López-Chicheri, Head of Communications and Knowledge Management Unit
Address	United Nations World Food Programme RBP - Regional Bureau for Latin America and the Caribbean Luis Bonilla and Arnaldo Cano A. Streets Buildings #124/125. Panama City, Panama
Homepage	<a href="http://www.wfp.org">www.wfp.org</a>

### Placement Offer

Dates/duration	01.09.2016 – 30.04.2017, 8 months
Supervisor	Tayra Pinzon, Knowledge Management Officer
Detailed description of the internship project(s); tasks assigned	<ul style="list-style-type: none"> <li>• Develop and prepare relevant documentation and training materials for the WFP information owner and user community</li> <li>• Creation and maintenance of the data base of the documents and materials in our POTLAC platform</li> <li>• Coordination and consolidation of corporate statistical activities, data management, document management, library services, records and archives management</li> <li>• Translation and proofreading of different documents and presentations related with different activities and programmes in the region</li> <li>• Identification of new best practices in several countries</li> <li>• Support in preparation of promotional materials such as brochures and briefs for dissemination</li> <li>• Support development of dissemination materials generated from projects for different target groups</li> </ul>
Training components and learning elements	Training in Teamworks Sharepoint, WFP Communities and any other software or platform related with KM activities
Participation in missions or training courses	• Train staff, KM personnel on data collection, compilation and analysis using POTLAC, Communities or any other Information Management System.
Additional comments	Knowledge Management and documentation assistant will deliver monthly reports against activity plans agreed

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**Reference No.: WFP3, Panama Stadt - Knowledge Management & Communication**

### Required Qualifications

Academic qualification (student, B.A., M.A.)	<ul style="list-style-type: none"> <li>• 3 to 4<sup>th</sup> year Student or Graduates candidates of both Bachelor Arts and Master Arts studies are welcome.</li> <li>• Intern <b>MUST</b> be enrolled in graduate programme for the duration of the internship!</li> </ul>
Subjects	Communications, Knowledge Management, International Affairs, Social Development
Language Skills	Excellent English, Spanish
Internship-related experiences	<ul style="list-style-type: none"> <li>• Establish collaborations and partnerships with regional research institutions and resource centers</li> <li>• Streamline methods to share information using internet, email groups, written reports, and verbal feedback at coordination meetings, coordination with other units to ensure coordination with their IM system</li> </ul>
Additional skills/requirements	<ul style="list-style-type: none"> <li>• Strong organisational skills;</li> <li>• Excellent communication skills (both oral and written)</li> <li>• Excellent research, report writing and documentation skills</li> <li>• Personal commitment, flexibility and efficiency and proven capacity to work under pressure.</li> <li>• Creativity in the presentation of information through use of graphical, pictorial or other appropriate communication means</li> </ul>

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**Reference No.: WFP4, Port-au-Prince – Logistics WFP Haiti**

Name of host organisation	World Food Programme
Internship Coordinator	Sylvia Day
Address	Programme Alimentaire Mondial, c/o MINUSTAH Logistics Base, Route de l'aeroport, Port-au-Prince Haiti
Website	<a href="http://www.wfp.org/countries/haiti">http://www.wfp.org/countries/haiti</a>

## Placement Offer

Dates/duration	01.09.2016 – 28.02.2017, 6 months
Supervisor	Nuru Jumaine – Head of Logistics WFP Haiti
Detailed description of the internship project(s); tasks assigned	<p>WFP Logistics in Haiti provides logistics support to the Programme by managing mixed food aid commodities stocks and by ensuring they are delivered to beneficiaries at the right time; in the right condition and the lowest possible cost. To this end, WFP has designed a network of food warehouses, and have contracted a wide variety of logistics services providers (freight forwarders; transporters; handling and repacking companies; fumigation companies etc) in addition to using WFP's own assets, such as trucks.</p> <p>WFP Haiti is reviewing its logistics concept of operation to adapt the supply chain design from a large operation to a medium size operation. One of the pillar of the new strategy consists in using more sub contracted logistics capacities and reduce the use of WFP's own assets such as trucks fleets.</p> <p>To achieve this, WFP Logistics in Haiti needs to continuously gather market intelligence, and have an in-depth knowledge of the latest logistics markets dynamics in order to optimise the use of private sector's logistics capacities.</p> <p><b>Responsibilities</b></p> <p>Under the supervision of the Logistics Officer, responsibilities include:</p> <ul style="list-style-type: none"> <li>• Assist in the transport market assessment, this includes collecting information on the current surface and short sea (cabotage) transport companies operating in Haiti, their fleets; the type of services they offer, and the corridors, transport sectors they operate on; their fuel supply modalities;</li> <li>• Assist in the port operations contractor's assessments for the various ports of Port au Prince, including the services they can offer (stevedoring; customs clearance; forwarding etc...)</li> <li>• Assist in the identification of phytosanitary treatment companies in Haiti; including their equipments; products utilized; SOPs and certifications.</li> <li>• Assist in the identification of handling and repacking companies</li> <li>• Set up a database of potential contractors</li> <li>• Assist in monitoring and conducting analysis of significant transport and logistics policy themes in Haiti. Conduct an analysis of private sector logistics actor economic models, in terms of ownership of the assets they utilize; funding model; pricing</li> <li>• Assist in preparing documents, for Logistics Officers (LOs) and WFP senior management.</li> <li>• Participate in all aspects of team activities, including weekly logistics meetings.</li> <li>• Perform any other relevant duties providing support to logistics operations and the work of WFP Haiti in general</li> </ul>
Training components and learning elements	<ul style="list-style-type: none"> <li>- Food commodities supply chain design and planning in a humanitarian setting</li> <li>- WFP and UN procurement rules and regulations</li> </ul>
Participation in missions or	<ul style="list-style-type: none"> <li>- Participation in shortlist review missions,</li> </ul>

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**Reference No.: WFP4, Port-au-Prince – Logistics WFP Haiti**

training courses	- Training in WFP surface transport contracting
Additional comments	

**Required Qualifications**

Academic qualification (student, B.A., M.A.)	Currently enrolled in or have recently graduated from a Bachelor's or Master's
Subjects	Logistics and supply chain management, economics, business, management
Language Skills	Excellent written and spoken English written and spoken (proficient in editing and proof-reading documents in English). Good command of French desirable.
Computer literacy	Excellent skills in Microsoft suites – Word, Excel, Access and PowerPoint, able to build a database. Proficiency in Geographical Information Systems would be an asset
Internship-related experiences	
Additional skills/requirements	<p><b>Critical Success Factors:</b></p> <ul style="list-style-type: none"> <li>• Flexibility</li> <li>• Initiative</li> <li>• enthusiasm, good interpersonal skills</li> <li>• Good analytical ability to compile, maintain and analyse data;</li> <li>• Excellent editing and proofreading skills;</li> <li>• Skills in developing sources for data collection;</li> <li>• Ability to work in a multicultural team environment;</li> <li>• Ability to deal patiently and tactfully with people of different national and cultural background</li> </ul> <ul style="list-style-type: none"> <li>• Excellent communication skills</li> </ul>

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**Reference No.: WFP5, Nouakchott - School Feeding**

Name of host organisation	World Food Programme
Internship Coordinator	Fatimata Sy
Address	MAURITANIA. BP 620 Nouakchott, Mauritania
Homepage	

### Placement Offer

Dates/duration	01.09.2016 – 28.02.017 6 months
Supervisor	Fatimata Sy
Detailed description of the internship project(s); tasks assigned	<p>Mauritania CO is implementing school feeding activities in the country programme 200251. School feeding is widely recognized as a stimulus in boosting enrolment and attendance, reducing dropout rates and encouraging completion of primary school. In order to ensure sustainable management of the school feeding programme, WFP continues to build institutional and human resource capacities of government counterparts and communities.</p> <p>In order to strengthen the school feeding management team; WFP aims to hire an internship for a duration of 6 months. The internship will assist in the planning, programming, implementation and monitoring.</p> <p><b>Main tasks</b></p> <p>Within the delegated authority, the Internship will be responsible for the following duties:</p> <ol style="list-style-type: none"> <li>1. Ensure planning, implementation, monitoring/evaluation activities</li> <li>2. Ensure the preparation and update of the situation analysis. Prepare inputs to the Programme Document, through data collection, analysis, monitoring/evaluation.</li> <li>3. Undertake frequent visits to project sites to monitor progress.</li> <li>4. Provide technical support to Government and other partners for planning, implementation and monitoring/evaluation of innovative strategies</li> <li>5. Develop work plans in compliance with defined strategic objectives. Guide and support staff to meet programme goals.</li> <li>6. Ensure appropriate funds utilization. Support government to elaborate and plan training programmes.</li> <li>7. Identify training needs/gaps for capacity building with emphasis on advocacy.</li> <li>8. Coordinate with all Country Office units on supplies, transport, deliveries and distribution of food and noon food items for nutrition activities.</li> <li>9. Contribute to develop relevant strategies of communication in favor of the programme.</li> <li>10. Guide and train WFP as well as implementing partners (IP) staff in WFP standard procedures related to the Programme management.</li> </ol>
Training components and learning elements	-Identify training needs/gaps for the purpose of capacity building with emphasis on advocacy.
Participation in missions or	-Undertake frequent visits to project sites to monitor progress. - Provide technical support to Government and other partners for planning, monitoring

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training courses	activities
Additional comments	<p><b>Results/Expected Output:</b></p> <ul style="list-style-type: none"> <li>- Work plans for Education sector in compliance with strategic objectives are developed</li> <li>- Activities are coordinated with all country office units</li> <li>- Timely data and report on project progress are provided</li> <li>- Adequate collaboration with all partners (UN agencies, authorities, NGOs) is ensured</li> <li>- Partner activities implementations are effectively supervised</li> </ul>

### Required Qualifications

Academic qualification (Student, B.A., M.A.)	Intern MUST be enrolled in graduate programme for the duration of the internship!
Subjects	University Degree and/or equivalent experience with emphasis in one or more of the following disciplines: food and nutrition or public health English
Language Skills	Fluency in French both oral and written. Working Knowledge in English. Knowing of Arabic and national dialects is an asset.
Computer literacy	Training and/or experience utilizing computers, including word processing, spreadsheet and other standard WFP software packages and systems. General knowledge of UN system policies, rules regulations and procedures governing administration.
Internship-related experiences	At least 3-6 months postgraduate, progressively responsible experience in public sector management, development projects, emergency assistance, and/or operational aspects of national, bilateral or multilateral food aid, including practical experience in the design, planning, implementation and assessment of relief operations and the operational aspects of food aid.
Additional skills/requirements	<p><b>Other skills</b></p> <p><u>Teamwork</u> Excellent interpersonal skills; recognizes and responds appropriately to the ideas, interests and concerns of others; builds trust and engenders morale by displaying open, transparent and credible behavior; Respects individual/cultural differences; utilizes diversity to foster teamwork; Ensures others' understanding of, involvement in, adaptation to a change process; sets clear performance goals and standards; executes responsibilities accordingly; provides and responds constructively to feedback (correction or recognition); self analyzes performance problems; seeking appropriate direction and support;</p> <p><u>Creativity</u> Must be able to find creative solutions to daily issues, working within an ever-changing work environment</p> <p><u>Planning and organizing</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Able to managing conflicting deadlines and priorities for own and team's work; able to coordinate activities such as missions, special events, etc</li> <li><input type="checkbox"/> Demonstrated capacity for innovation and results.</li> <li><input type="checkbox"/> Strong interpersonal and communication skills.</li> <li><input type="checkbox"/> Availability to contribute to the substantive development and increased capacity of the team and willingness to share expertise.</li> </ul>

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**Reference No.: WFP6, Bamako - School Feeding Programme**

Name of host organisation	World Food Programme Mali Country Office
Internship Coordinator	Ibrahima Diop, Deputy Country Director and Head of Programme
Address	Avenue de l'OUA Badalabougou- Est, Rue 31, Porte n°26, Parcelle N°2 Lot B, Bamako Mali
Homepage	

**Placement Offer**

Dates/duration	01.09.2016 – 28.02.2017, 6 months
Supervisor	Gerard Rubanda, School Feeding Programme Officer
Detailed description of the internship project(s); tasks assigned	<p>The internship will be in charge of 3 main activities:</p> <ol style="list-style-type: none"> <li>1.the collection of education indicators in schools benefiting from school meals program namely the enrolment rate (Average annual rate of change in number of boys and girls enrolled in WFP-assisted primary schools), retention rate in WFP assisted schools and the Gender ratio of girls to boys enrolled in WFP assisted primary schools;</li> <li>2. Gather and analyse data on community participation for running school feeding activities (in-kind and in-cash contributions, non-food items, infrastructure) vs needs and making suggestions on improving community involvement for a nutritious diet.</li> <li>3. Based on data available in WFP sub offices, conduct physical inventory of existing infrastructures in schools (water, kitchens, storage facilities), non-food items and establishing priority list of needy schools, types and quantities of items to be purchased with a cost estimate.</li> <li>4. From monthly reports submitted by school feeding implementing partners, identify positive achievements and main constraints encountered during the programme implementation and highlight those representing a barrier in the programme development and that need to be addressed without delay.</li> </ol>
Training components and learning elements	Upon his/her arrival, the intern will receive guidance on WFP work in the country from the coordinator. He/she will after be introduced to the supervisor for technical orientation in order to start his duties.
Participation in missions or training courses	The intern will participate in some field missions with WFP staff in order to be familiar with school feeding programme
Additional comments	

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**Reference No.: WFP6, Bamako - School Feeding Programme**

**Required Qualifications**

Academic qualification (student, B.A., M.A.)	Intern MUST be enrolled in graduate programme for the duration of the internship!
Subjects	Education, Economics, agriculture, social sciences, international development
Language Skills	Mali being a French speaking country, it is recommended that the candidate has a good French speaking and writing level in addition to English
Computer literacy	Word, Excel, PowerPoint
Internship-related experiences	A knowledge of International Organisations' environment and Africa (Sahel) would be an asset.
Additional skills/requirements	

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**Reference No.: WFP7, Quito - Communications, Knowledge Management**

Name of host organisation	WORLD FOOD PROGRAMME
Internship Coordinator	RAPHAEL CHUINARD, DEPUTY COUNTRY DIRECTOR
Address	Programa Mundial de Alimentos de las Naciones Unidas Av. Amazonas 2889 y La Granja Edif. Naciones Unidas – 6to Piso Quito - Ecuador
Homepage	<a href="http://www.wfp.org">www.wfp.org</a>

## Placement Offer

Dates/duration	01.09.2016 – 30.04.2017, 8 months
Supervisor	GABRIELA MALO, COMMUNICATIONS OFFICER
Detailed description of the internship project(s); tasks assigned	<p><u>Communications, Knowledge Management and Resource Mobilization - Ecuador Country Office</u></p> <p><b>KNOWLEDGE MANAGEMENT</b></p> <ul style="list-style-type: none"> <li>➤ Register WFP Ecuador good practices through interviews with key staff. Produce communicational 2-page documents on each good practice for dissemination within WFP and to partners</li> <li>➤ Assist the Communication Officer in all Knowledge Management tasks and liaise with office units for this purpose;</li> <li>➤ Liaise with research and academic journals and othes periodicals to promote publication of studies conducted by WFP and partners in Ecuador;</li> </ul> <p><b>ASSIST IN DOCUMENT CONSOLIDATION (EDITING, TRANSLATION, INFORMATION COMPILATION)</b></p> <ul style="list-style-type: none"> <li>➤ Assist in drafting and editing office publications, among them the annual report and other periodical reporting products;</li> <li>➤ Assist in writing WFP project proposals and donor reports;</li> <li>➤ Translate and edit official documents such as two-pager summaries of programmes, presentations and other items as requested;</li> </ul> <p><b>COMMUNICATION</b></p> <ul style="list-style-type: none"> <li>➤ Collect information published on WFP in the Ecuadorian media, partners' webs and other local internet sites and evaluate potential impact in audiences;</li> <li>➤ Assist in internal and external communication activities, including organization of public events; and,</li> <li>➤ Perform other related duties as required.</li> </ul>
Training components and learning elements	Will be offered training on: Basic nutrition concepts Results-based management
Participation in missions or training courses	No missions are envisaged. Mandatory online courses for UN staff, in subjects such as HIV, UN module on the prevention of harassment, Basic Security in the Field (Modules 1 and 2); Gender Online Course, and ethics and values.
Additional comments	

## Required Qualifications

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**Reference No.: WFP7, Quito - Communications, Knowledge Management**

Academic qualification (student, B.A., M.A.)	3 <sup>rd</sup> to 4 <sup>th</sup> year students of Bachelor of Arts or Master candidates are welcome  Intern MUST be enrolled in graduate programme for the duration of the internship!
Subjects	Communications, journalism, social sciences
Language Skills	Mother tongue English, we require above –average knowledge of Spanish.
Computer literacy	Use of office programmes, experience in uploading web contents an asset.
Internship-related experiences	Desirable other experiences related with the Latin American region or Spain
Additional skills/requirements	Excellent communication skills, both oral and written Excellent research, report-writing and documentation skills Photography and/or design skills desirable

**CARLO SCHMID PROGRAMME**  
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**Reference No.: WFP8, Managua - Capacity Development**

Name of host organisation	United Nations World Food Programme
Internship Coordinator	Marcela Mayorga
Address	Carretera a Masaya, Km 6.5 Edificio COBIRSA III piso, Managua
Homepage	<a href="http://www.wfp.org/countries/nicaragua">http://www.wfp.org/countries/nicaragua</a>

## Placement Offer

Dates/duration	01.09.2016 – 30.04.2017, 8 months
Supervisor	Head of Programme
Detailed description of the internship project(s); tasks assigned	<p>The fellow will be responsible for: Compiling and systematizing WFP Nicaragua Country Office's capacity development and strengthening activities, implemented with the Government of Nicaragua (GoN) since 2008 in areas of nutrition, school feeding, purchase for progress, emergency preparedness &amp; response and logistics.</p> <p>These will include review of country office's (CO) and regional bureau's (RB) reports; documents; projects in progress; corporate policies, directives and guidelines; interviews of WFP and Government staff directly involved in the design and implementation of capacity development/strengthening activities; and also participation in current related activities.</p> <p>Identifying from these activities lessons learned and best practices to be replicated</p> <p>Elaborating a proposal of Capacity Development/Strengthening plan for the Nicaragua CO in line with GoN priorities, to be implemented during last years of current Country Programme and to be included in the future Country Strategy.</p> <p>Supporting CO with administrative tasks related with the implementation of capacity development and strengthening activities.</p>
Training components and learning elements	<p>The fellow will learn through hands-on experience. He/she will be directly involved in existing and previous CO's activities related to capacity development and strengthening in the field of food security and nutrition. These type of activities are part of a corporate strategy to support a low middle income country to achieve sustainable hunger solution programs and in line with WFP's shift from food aid to food assistance.</p> <p>He/she will be involved in learning activities carried out by the CO or by the RB if appropriate.</p>
Participation in missions or training courses	The fellow will participate in field missions where capacity development and strengthening activities are taking place in the country, and depending on funds availability, he/she will also participate in related activities at regional level.
Additional comments	<p>WFP Nicaragua CO has been implementing and gradually increasing capacity development and strengthening activities in the field of food security and nutrition to support Government programs. It is needed to keep increasing these kind of activities in order to comply with Government requirements and priorities.</p> <p>It is necessary for the CO to learn from current and past experiences in order to identify lessons learned and best practices that can be replicated, therefore it is necessary to have a dedicated person to accomplish all the tasks described above.</p>

**CARLO SCHMID PROGRAMME**  
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**Reference No.: WFP8, Managua - Capacity Development**

**Required Qualifications**

Academic qualification (student, B.A., M.A.)	The <u>minimum</u> academic requirement is B.A. Intern <b>MUST</b> be enrolled in graduate programme for the duration of the internship!
Subjects	Political Science, History, Social Science, Economics, Anthropology, Development Cooperation, Latin American Studies,
Language Skills	Above-average knowledge of Spanish as second language is required for the placement.
Computer literacy	Ability to work in Microsoft office environment, and able to use basic applications (word, excel, publisher and other)
Internship-related experiences	It will be valuable for the fellow to have knowledge and experience working or studying in Latin American countries and familiar with International development cooperation issues.  Working with Government institutions in her/his home country and or other countries will also be a valuable experience for the fellow.
Additional skills/requirements	Other required skills will be:  Cultural sensitivity, flexibility/ adaptability, communication skills, tactfulness, ability to work well with others, initiative, problem-solving skills, research and analytical skills and ability to plan, organize and set realistic goals of her/his own work.  Knowledge of food security and nutrition concepts will also be desirable.

**CARLO SCHMID PROGRAMME**  
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 PLACEMENT OFFER 2016/2017

**Reference No.: WHO1, Copenhagen – Country Emergency Preparedness**

Name of host organisation	World Health Organization, Regional Office for Europe
Internship Coordinator	Dr Ute S. Enderlein
Address	UN City Marmorvej 51 2100 Copenhagen O Denmark
Homepage	<a href="http://www.euro.who.int/en/what-we-do/health-topics/emergencies">http://www.euro.who.int/en/what-we-do/health-topics/emergencies</a>

### Placement Offer

Dates/duration	01.09.2016 – 28.02.2017, 6 months
Supervisor	Dr Ute S. Enderlein, Programme Manager a.i. for Emergency Preparedness
Detailed description of the internship project(s); tasks assigned	<p>The Country Emergency Preparedness (CEP) unit coordinates technical aspects of health programmes in the area of emergency preparedness, disaster risk reduction and the strengthening of core capacities for implementing the International health regulations (IHR) and supports emergency response and humanitarian action as well as humanitarian advocacy, at regional and country level in the 53 Member States of the WHO European Region.</p> <p>The Carlo Schmidt intern will assist in the daily work of the unit, which at times may be quite unpredictable due to the nature of the work.</p> <p>General tasks will include:</p> <ul style="list-style-type: none"> <li>- the collection and compilation of information material on ongoing or evolving health emergencies and humanitarian health crises in the region;</li> <li>- contributing to drafting of information bulletins, newsletters, presentations, web site updates etc., for internal and external use;</li> <li>- assist in the preparation of meetings/trainings/workshops;</li> <li>- contributing to the implementation of other programme-related activities, internal and external WHO meetings</li> <li>- supporting capacity building in countries</li> <li>- assisting in monitoring and tracking progress in ongoing emergency preparedness projects and humanitarian health response activities.</li> </ul>
Training components and learning elements	<p>Increased knowledge of WHO in general, and of WHO's role in emergencies in particular;</p> <p>Increased knowledge of the public health aspects of humanitarian action;</p> <p>Increased knowledge of disaster preparedness, response and recovery in the European region;</p>
Participation in missions or training courses	The intern can participate in WHO internal training activities. Participation in missions or other external activities will be considered when relevant or needed.
Additional comments	<p>The intern is responsible for finding his/her own accommodation. Assistance can be provided through WHO.</p> <p>The internship will not entitle to any further employment.</p>

**CARLO SCHMID PROGRAMME**  
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 PLACEMENT OFFER 2016/2017

**Reference No.: WHO1, Copenhagen – Country Emergency Preparedness**

**Required Qualifications**

Academic qualification (student, B.A., M.A.)	B.A. is minimum requirement
Subjects	Public Health, Political Science, International Relations, Development studies, Social Science, Information/Communication Sciences, Medicine, Disaster Management.
Language Skills	Excellent English writing and communication skills.
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.
Internship-related experiences	Working/study experience in an international environment with English as a working language.
Additional skills/requirements	Good team player, with an ability to also work independently. Ability to quickly grasp and adapt to changing information and tasks. Ability to handle stressful situations. Previous experience in humanitarian emergencies an asset.

**CARLO SCHMID PROGRAMME**  
 FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS  
 PLACEMENT OFFER 2016/2017

**Reference No.: WHO2, 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	01.09.2016 – 28.02.2017, 6 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 early 2106, and thought case studies of selected countries. Progress reports to the Regional Committed will be submitted in 2018 and 2020.</p> <p>In the context of the implementation of the strategy, the interns will contribute to the analysis and interpretation of data obtained from the 53 member states during the baseline survey in the strategy being undertaken in 2016. S/he will play a role in analysing and interpreting the data and the writing of a summary report. S/he will take forward 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>
Additional comments	

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### **Required Qualifications**

Academic qualification (student, B.A., M.A.)	Advanced student or fresh graduate within 6 months of graduation
Subjects	Medicine, public health, political 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