

TERMS OF REFERENCE/DESCRIPTION OF DUTIES

WORK PROGRAMME INTERN

Justification

Temporary additional support is required during the development of the three-year GEO Work Programme (GWP).

Proposed Timing

Starting date: Early January 2022 (exact date to be determined based on availability).

End date: End of June 2022, with possible extension to end of September 2022.

Terms of Reference

Under the overall guidance of the Work Programme Coordinator, and the direct supervision of the Work Programme Monitoring Officer, the intern will be responsible for collecting, organizing, and reviewing implementation plans and other information submitted by GWP activities. This information will be used by the GEO Secretariat, and by the GEO Programme Board and its review teams, to determine eligibility for inclusion of these activities in the 2023-2025 GWP. The work will be performed remotely.

Duties

- Maintain complete and up-to-date records of implementation plans and related information submitted by GWP activity leads;
- Assist in the review of the completeness of the submitted information against defined criteria;
- Contact GWP activity leads and others to obtain additional information;
- Prepare periodic summary reports on the status of submitted and expected implementation plans for use by the Secretariat, the Programme Board, and others;
- Schedule videoconferences of Programme Board review teams, including providing necessary documents to review team members;
- Assist in the preparation of briefing materials for Programme Board review teams, participate in review team meetings, and draft summary notes of review team meetings; and
- Contribute to the preparation of Programme Board and GEO Executive Committee documents.

Education

Bachelor degree in Geography, Earth Sciences, Environmental Studies, Public Administration, International Development, or related fields.

Other requirements

Strong interpersonal skills. Good analytical skills. Familiarity with Microsoft Office software. Detail-oriented. Takes initiative. Ability to work in a multicultural and diverse team.

Experience

Work experience is not required.

Any of the following will be considered an asset:

- Experience in using geographic information systems and/or analysis of Earth observation (remote sensing and/or in situ) data.
- Experience in collecting and managing Earth observation (remote sensing and/or in situ) data.
- Experience or coursework in project evaluation.
- Awareness of capacity development, open data / open science frameworks or principles, cloud computing, machine learning, or environmental systems modeling.
- Awareness of international policy agendas, such as the Sendai Framework for Disaster Risk Reduction, the Paris Climate Agreement, and the UN 2030 Agenda for Sustainable Development.

Language

Excellent knowledge of English (written and spoken) is mandatory.