TERMS OF REFERENCE/DESCRIPTION OF DUTIES

WORK PROGRAMME INTERN

Justification

Temporary additional support is required during the development and analysis of the three-year GEO Work Programme (GWP) 2023-25.

Proposed Timing

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

End date: End of November 2022, with possible extension to end of January 2023.

Terms of Reference

Under the overall guidance of the Chief Work Programme Coordinator, and the direct supervision of the Work Programme Monitoring Officer, the intern will be responsible for supporting the development and analysis of the 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 develop the 2023-2025 GWP. It will also feed into the development of the post-2025 GEO Work Programme.

The work can be performed remotely.

Duties

• Support the GEO secretariat in the management, monitoring and reporting of GEO Work Programme activities;
• Support the development and launch of the 2023-25 GEO Work Programme through data collection, research and analysis;
• Conduct mapping of possible partners in the GEO Work Programme and conduct outreach activities to engage them in the GEO Work Programme; and
• Support the organization of internal and external meetings and events including via the preparation of background and logistical documents and minutes.

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 or coursework in project evaluation.
- Experience in using geographic information systems and/or analysis of Earth observation (remote sensing and/or in situ) data.
- Awareness of international policy agendas, such as the Sendai Framework for Disaster Risk Reduction, the Paris Climate Agreement, the UN 2030 Agenda for Sustainable Development or the New Urban Agenda.

Language

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

Applications:

Applications email to: secretariat@geosec.org by 17 June 2022 . Please quote GEO/INTERN/2022-03 WP in the subject line.