

Ref: GEO/WP/INTERN/2023-1

TERMS OF REFERENCE/DESCRIPTION OF DUTIES

WORK PROGRAMME INTERN

Justification

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

Proposed Timing

Starting date: 1 March 2023

End date: 31 August 2023, with possible extension to end of November 2023.

Terms of Reference

Under the overall guidance of the Work Programme Coordinator, the intern will be responsible for supporting the coordination and implementation of the 2023-25 GWP in the run up to the 2023 Ministerial Summit. The work will be performed in-person at the GEO Secretariat in Geneva, Switzerland.

Duties

- Support the organization and facilitation of the GWP coordination workshops, including drafting meeting minutes and supporting logistics;
- Contribute to the preparation of Programme Board documents;
- Support the organization and facilitation of the Programme Board meetings, including drafting meeting minutes and supporting logistics;
- Support the drafting of communications products, including blog posts, to support the visibility of the GWP; and
- Provide organizational and cross-functional support, as needed.

Education

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

Other requirements

Strong interpersonal skills. Good analytical and drafting 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 or coursework in project monitoring and 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 UN 2030 Agenda for Sustainable Development, Sendai Framework for Disaster Risk Reduction, the Paris Climate Agreement, and the New Urban Agenda.

Language

Excellent knowledge of English (written and spoken) is mandatory. Another official UN language is considered an asset.

How to apply

Please send your application to secretariat@geosec.org with the reference GEO/WP/INTERN/2023-1 quoted in the email subject. Your application should include a CV and a motivation letter.

Deadline for applications is **25 January 2023**.