TERMS OF REFERENCE/DESCRIPTION OF DUTIES

WORK PROGRAMME INTERN

Justification

Temporary additional support is required during the implementation of the 2023-2025 GEO Work Programme (GWP) and development of the Post-2025 GWP.

Location/Duty Station:

The work will be performed in-person at the GEO Secretariat in Geneva, Switzerland. Remote internships will not be possible for this position.

Proposed Timing

Starting date: on/about 1 February 2024
End date: 31 July 2024, with possible extension at the end of September 2024

Note: A valid work permit or work visa type “D” of Switzerland will be required before starting work at GEO.

Terms of Reference

Under the overall guidance of the Chief Work Programme Coordinator and direct supervision of the Work Programme Officer, the intern will be responsible for supporting the coordination and implementation of the 2023-25 GWP as well as the development of the Post-2025 GWP.

Duties

• Assist in the management of Programme Board process in developing the Post-2025 GWP, including scheduling meetings, drafting meeting minutes, maintaining work files and documentation, among others.

• Contribute to the organization of the 2024 GEO Symposium, including logistics support, preparing communication materials, drafting meeting minutes, and managing requests.

• Support the organization and facilitation of the Programme Board meetings, including preparing Programme Board documents, drafting meeting minutes and assisting with logistics.

• Aid in the communication efforts of the GEO Work Programme activities, including updating website content, ensuring the availability of information, providing social media support, and utilizing design and communication skills to create visually appealing and engaging materials.

• Provide organizational and cross-functional support, as needed.
Education

Bachelor’s 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. Proficiency in design tools and software (e.g. Abode Creative Suite) to create visually appealing materials. Detail-oriented. Takes initiative. Ability to work in a multicultural and diverse team.

Experience

Only recent graduates who have less than three years of relevant work experience will be considered. 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 geo-wp@geosec.org with the reference GEO/WP/INTERN/2023 quoted in the email subject. Your application should include a CV and a motivation letter.
- Deadline for applications is 15 January 2023.