

United Nations Development Programme (UNDP) in Copenhagen seeks an intern for communication tasks



Who we are?

UNDP works globally for sustainable human development with a focus on poverty reduction, responsible governance, crisis prevention, environment and energy access. For more information, please visit: www.undp.org / www.dk.undp.org

*Empowered lives.
Resilient nations.*

UNDP's Nordic Office is located in the UN City at Nordhavn. The office covers Denmark, Sweden, Norway, Finland and Iceland. Together we work to promote knowledge of UNDP's work in these central donor countries. The key tasks for the Nordic Office is to manage UNDP's interests and to communicate the organization's results and key issues – such as the Sustainable Development Goals, and the world's state of development – to the public, decision makers, academia, the private sector and media.

The Copenhagen office comprises four employees. We offer a professional and informal work environment with plenty of challenges and insight into the working of UNDP and the other UN organizations, who are located in the UN City.

The intern's assignments

We are looking for an intern who will contribute to the daily communication work. We expect that you have interest in development work and an understanding of politically driven development organizations and communication.

As an intern you will have a number of regular duties. However, we are a small and busy office, and we expect you to be flexible and not afraid of new challenges, and to help out where needed.

Tasks include:

- Contribute to internal newsletter that provides update on political situation in Denmark as well as new development policies and initiatives
- Updating of website www.dk.undp.org.
- Contribute to the dissemination of information about UNDP's mandate and work including the new Global Goals for Sustainable Development.
- Monitoring of Danish media as relevant to UNDP's work and mandate
- Support to external communication tasks including social media
- Translation of news, press releases and stories from Danish to English and vice versa
- Provide support to launch events of UNDP's reports and other public events and missions
- Prepare presentations about UNDP's work and results
- Other tasks as required

Prior experience in development communications work is an advantage. Also, knowledge of, and experience with, maintenance of websites and especially CMS is important.

It is a requirement that you possess good English and Danish language skills as we work in both languages.

Terms


The internship position, which is open to graduate students, is six months full time and unpaid. However, we can offer a unique insight into UNDP's work and experience from a highly professional and international environment. Danish language skills is a requirement.

The working week is 40 hours. The internship period is from 24 July 2017 to 1 February 2017.

Send your application, CV and other supporting documents to Mark Søndergaard on mark.sondergaard@undp.org with the topic "Intern at UNDP." The application must be written in English, while other documents may be forwarded in Danish.

The application deadline is 1 Maj 2017.

If you have any questions, please contact Mark Søndergaard on (+45) 81 64 38 37 or mark.sondergaard@undp.org.

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