

UNDP in Copenhagen is looking for an intern for the private sector and administrative function

Who are we?

UNDP works globally with preventing poverty, the Post-2015 agenda, responsible governance, crisis prevention and recovery, climate and access to energy.

UNDP's Nordic Office is in the UN City by Nordhavn. Furthermore, the office covers 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 (SDGs), the post-2015 agenda and the world's state of development – to the public, decision makers, academia, the private sector and media.

UNDP's cooperation with the private sector is a significant part of the work in the office. The private sector function works strategically with analyzing the possibilities for building up partnerships with companies, financial institutions, business networks and other actors, who want to work towards reaching UNDP's goals. This also includes joint UN activities. Among other things we meet in the UN City interagency group on Private Sector Outreach and Innovation to share knowledge and coordinate.

The office also functions as the secretariat for UNDP's Nordic Director, which among others means coordination of the UNDP organizations at management level in connection with work in the UN City.

The office in Copenhagen consists of four employees. We have a professional and informal working environment and are able to offer a lot of sparring and challenges.

The intern's assignments

We are looking for an intern who can be part of the daily work in the office. The tasks will be focused on the office's partnerships and cooperation with the private sector, administration and secretariat.

The working language in the office is English, but parts of our work happens in Danish. It is thus an advantage that you are articulate in both written and spoken English and Danish, but you do not have to be fluent in Danish.

As an intern, you will have a few fixed tasks, but as we are a small office with a broad working area, we need you to feel comfortable working with varied assignments and not be afraid of new challenges.

Typical tasks

Research, including on potential partners

Support to coordination and handling of partnerships, including the collaboration between the UN organizations with their office in Denmark

Monitoring of Danish and international debate about development and CSR

Participating in relevant public hearings, debates, events and workshops

Contributing to developing presentations and speeches

Support planning and execution of events

Giving presentations for visitors in UN City about UNDP's work

Drafting letters and other texts

Contribute to calendar management, including planning and booking meetings and travels for the Director

Take minutes at meetings

Update the calendar

Other ad hoc tasks

Your profile

The intern is expected to be systematic, have an interest for Danish and international development policy and the role of the private sector in this, CSR and administration, along with an understanding of safeguarding interests and work of international organizations. You are outgoing, take initiative, goal oriented, and work independently. You have good communication skills both written and spoken. You are good at organizing and structuring many varied tasks. You are able to communicate fluently both written and spoken in English and understand Danish. You have a good knowledge of Microsoft Office.

Conditions

Only students on their master's degree are eligible to apply. The internship is unpaid but we can provide a unique view into how UNDP works in donor countries (including with the private sector) and experience from a highly professional and international environment. The internship can moreover give a good network for your future career.

The working hours are 40 hours a week.

Send your application, CV and optionally other relevant documents to Kathleen Mayo at kathleen.mayo@undp.org with the subject "Praktikant i UNDP". The application itself has to be written in English but other documents may be sent in Danish. The application deadline is 1st May 2017. We expect to conduct interviews in June.

The internship will start early August 2015 and will last 6 months.

If you have questions you are welcome to contact Partnership Analyst, Stine Kirstein Junge at 45336002 or stine.junge@undp.org.