

UNDP in Copenhagen is looking for an intern for the Private Sector/ SDG Accelerator Team



*Empowered lives.
Resilient nations.*

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 Representation Office (NRO) is located in the UN City by Nordhavn in Copenhagen. Aside from Denmark, the office covers Sweden, Norway, Finland and Iceland, and together we work to promote knowledge of UNDP's work in these central donor countries. The key tasks for the NRO 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 Team 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. In January 2018 our office launched the SDG Accelerator, a programme aiming to accelerate business solutions with the SDGs. The programme is tested in Denmark in 2018 and 2019 with a total of 32 Danish small and medium-sized industrial companies, and the aim is to roll out the SDG Accelerator across the Nordics and afterwards on a global scale. The SDG Accelerator offers the participating companies a unique opportunity for developing innovative solutions with a significant business potential and impact on the SDGs. Their work will be communicated to inspire other companies and make visible how the new global agenda for sustainable development can be operationalized in a business context, creating business benefits *and* impact on the SDG. The intern will perform several tasks in relation to this programme.

The Private Sector Team consists of five employees, including one intern. We have a professional and informal working environment and can offer a lot of sparring and challenges. We encourage nationals from all the Nordic countries to apply.

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 a requirement that you in addition to English possess professional proficiency in Danish or one of the other Scandinavian languages.

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
- Supporting the coordination and handling of partnerships, including the collaboration between the UN organizations and their office in Denmark
- Monitoring the Danish and international debate regarding the private sector and its engagement in development and sustainability
- Participating in relevant public hearings, debates, events and workshops
- Contributing to developing presentations and speeches
- Supporting the planning and execution of events
- Conducting risk assessments of potential private sector partners
- Supporting the SDG Accelerator with social media outreach focused on private sector partnerships
- Drafting letters and other texts
- Contributing to calendar management, including planning and booking meetings and travels for the Private Sector Team
- Taking minutes at meetings
- 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, sustainability and administration, along with an understanding of safeguarding interests and the work of international organizations. You are outgoing, goal-oriented, proactive, and able to work independently. You are good at organizing and structuring many varied tasks. You are a strong communicator both verbally and written, with professional proficiency in English, as well as in Danish or another Scandinavian language. 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 provide good networking opportunities for your future career.

The internship will start on the 13th of January 2020 and end on August 31st 2020.

The position is 40 hours a week.

Send your application, CV and other relevant documents as **one PDF-file** to Sofie Friis Bach at sofie.bach@undp.org with the subject "**Internship at UNDP**". The application itself must be written in English but other documents may be sent in Danish or in the other Scandinavian languages. The **deadline is the 22nd of September 2019.**

If you have questions you are welcome to contact Partnership and Private Sector Specialist, Stine Kirstein Junge at +45 3546 7158 or stine.junge@undp.org.