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| **Private Sector Intern** | |
| **Location:** | Copenhagen, DENMARK |
| **Application Deadline:** | 22-May-2022 **(Midnight New York, USA)** |
| **Type of Contract:** | Internship |
| **Post Level:** | Intern |
| **Languages Required:** | English and Danish |
| **Starting Date:** (date when the selected candidate is expected to start) | 1-August-2022 (or 01-08-2022)  The candidate should also be available one week in July for an onboarding session. |
| **Duration of Initial Contract:** | 6 months |
| **Expected Duration of Assignment:** | 6 months |

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| **Background** |
| UNDP works globally with preventing poverty, the 2030-agenda, responsible governance, crisis prevention and recovery, climate and access to energy. UNDP’s Nordic Representation Office (NRO) is located at the UN City 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 are to manage UNDP’s interests and communicate the organization’s key results and focus areas.  UNDP’s cooperation with the private sector is a significant component of NRO’s work. The Private Sector Team consists of a few employees and one intern in Copenhagen, and an additional three employees working out of Sweden, Norway and Finland respectively. The team works strategically to build up partnerships with companies, financial institutions, business networks and other actors who want to work towards reaching UNDP’s goals and the SDGs.  In January 2018, the office launched the SDG Accelerator for SMEs, a programme aimed at accelerating business solutions addressing the SDGs. The programme was piloted in Denmark in 2018 and 2019 with 32 Danish companies. Although the pilot was officially finalized in early 2020, the team is now heavily involved in the global rollout of the programme together with other UNDP colleagues including supporting and supervising these processes.  Furthermore, the team has launched sector-specific Accelerators and partnerships with external partners where UNDP provide support on the Impact Measurement and Management (IMM) methodology that underlines the SDG Accelerator.  Fundraising and general project management are also part of the activities carried out by the Private Sector team. |
| **Duties and Responsibilities** |
| We are looking for an intern who can contribute to the office’s daily work. Since we are a small office with a broad mandate, the intern must be comfortable taking on a variety of assignments and not be reluctant to take on new tasks. Typical tasks may include the following:  Communications:   * Support development of materials for presentations, incl. PowerPoints and talking points * Support communication and media outreach, incl. for social media, website, press and more * Draft social media posts on UNDP’s private sector engagements * Source stories internally in UNDP for social media outreach on private sector engagements * Draft and translate letters, presentations, concept notes and other texts   Research:   * Research on potential partners, markets and funding opportunities * Review external thoughtware and research material relevant for the department * Conduct analysis and research relevant for projects and engagements   Project support:   * Support the coordination and handling of private sector partnerships and engagements * Support implementation of Impact Management and Measurement (IMM) advisory to external partners * Support the global rollout of the SDG Accelerator programme and related activities * Support the implementation of sector-specific Accelerators * Support development of new engagement opportunities   Other support   * Prepare meetings, manage calendar invites and take minutes * Participate in relevant public hearings, debates, events and workshops as needed * Support the planning and execution of events * Various ad hoc tasks |
| **Competencies** |
| 1. Strong interest for sustainable and global development, the work of international organisations, and preferably experience with the private sector’s role in this agenda 2. Knowledge of the UN/UNDP and commitment to UN mission and UNDP mandate is an advantage 3. Knowledge of global value chains and businesses’ roles in these is an advantage 4. Knowledge of the financial sector, fintech and digitalisation is an advantage 5. Team player; works collaboratively with colleagues to achieve organisational goals 6. Good organisational and time management skills 7. Ability to work independently and manage own deadlines 8. Excellent communications skills in English and Danish 9. Knowledge of and experience with communication outreach and with drafting articles and posts for web and social media 10. Understanding of content management of websites (CMS) and ability to maintain websites is an advantage 11. Event planning and execution |
| **Qualifications**  **Languages:**   * Fluency in spoken and written English and Danish is required   **Eligibility:**  Applicants to the UNDP internship programme must at the time of application meet one of the following requirements:   * Be enrolled in a postgraduate degree programme (such as a master’s programme, or higher); * Be enrolled in the final academic year of a first university degree programme (such as bachelor’s degree or equivalent); * Have recently graduated with a university degree (as defined in (a) and (b) above) and, if selected, must start the internship within one-year of graduation; * Be enrolled in a postgraduate professional traineeship program and undertake the internship as part of this program.     **Application process:**  Interested individual consultants must include the following documents when submitting the applications in UNDP job shop (Please note that only 1 (one) file can be uploaded therefore please include all documents in one file):   1. Updated CV as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references. 2. Brief description of why the individual considers him/herself as the most suitable for the assignment.   **General Conditions**   * In accordance with the UNDP Internship policy, UNDP interns are eligible to receive a monthly stipend, with a rate that varies depending on the duty location. The stipend will be paid monthly, and part-time internship arrangements are prorated accordingly. * Where an intern is financially supported by an institution, government or third party, UNDP will pay the intern the difference, if any, between the external financial support provided and the applicable UNDP stipend. * Except for the stipend, all other expenses connected with the internship will be borne by the intern, sponsoring government or institutions. * Interns are not considered staff members and may not represent UNDP in any official capacity. * The purpose of the Internship programme is not to lead to further employment with UNDP, but to complement an intern’s studies. Therefore, there should be no expectation of employment at the end of an internship. |

Please apply through the UNDP Job-site: <https://jobs.undp.org/cj_view_job.cfm?cur_job_id=106383>