Position Information
Title: Policy Support Team Intern
Duration: From Sep-2011 to Feb 2012 (or longer)
Reports To: Policy Support Team Coordinator
Duty Station: UNDP China, Beijing

Context
With the global focus on climate change and the related development issues, the continuation of the UN negotiations, and the challenges of mitigation and adaptation, the workload of UNDP has significantly increased. The intern will be exposed to various developmental issues, particularly in climate change. The intern should have direct relevant academic and professional experience, be result-oriented and comply with the rules and regulations of the organization and the team. The internship duration and hours may be flexible in order to fit the team’s work plan as well as the schedule of the most outstanding candidate.

Main Responsibilities
Under the guidance and supervision of the Senior Climate Advisor, the intern is expected to perform the following tasks:

- Data collection and preparation on climate change issues
- Advice and support to UNDP management and programme teams on development and climate change issues
- Facilitation of knowledge building on development and climate change issues
- Contribute to the formulation of the National Human Development Report
- Reporting on specific topics with emphasis on climate change issues
- Contribution to the bi-weekly newsletter
- Assisting in the organization of meetings
- Advocacy and promotion of UNDP’s mandate and mission
- Other duties as assigned

Expected Outputs
By the end of the internship, the following outputs are expected:

- Increased information based on development issues in general as well as related to climate change mitigation and adaptation
- Newsletter distributed regularly on climate change issues
- Provide support to the formulation of the National Human Development Report.
Qualifications and Competencies
The candidate should:

- Be a Chinese National
- Be fluent in Putonghua and English, both written and spoken
- Be enrolled in a Master’s level degree programme, with focus in international development, climate change, or any relevant fields (We may also consider final-year undergraduate students who possess knowledge in relevant fields)
- Have relevant academic and professional experience
- Have good interpersonal and communication skills
- Have good organizational and analytical skills
- Be self-motivated, result-oriented and responsible
- Be willing to thrive in a multicultural environment
- Have full computer literacy