

Intern - GEF, Small Grants Programme (SGP)

Location :	Colombo, SRI LANKA
Application Deadline :	24-Aug-22 (Midnight New York, USA)
Time left :	4d 19h 39m
Type of Contract :	Internship
Post Level :	Intern
Languages Required :	English
Duration of Initial Contract :	06 Months

[REFER A FRIEND](#) [APPLY NOW](#)

UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.

UNDP does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment, and discrimination. All selected candidates will, therefore, undergo rigorous reference and background checks.

Background

The UNDP "Intern GEF-SGP" performs his/her duties under supervision of the National Coordinator (NC) who is responsible for the overall functioning of the UNDP GEF Small Grants Programme in Sri Lanka, and for the achievement of the benchmarks established for country programme implementation in the UNDP GEF/SGP Project Document and Strategic Framework. The Intern will be based in the UNDP Country Sub Office and reports to the National Coordinator and will spend significant time in the field engaged in project identification, development, technical assistance, and monitoring and evaluation.

The candidate will have an academic background (B.Sc. level) and interest in development problems in general and particularly in the linkages between development and environment within the country and of their implications for the global environment. S/he should demonstrate willingness for working with NGOs, CBOs, and communities in the field. Project cycle management skills and strong writing and communication skills are a must.

Duties and Responsibilities

Post Context:

Under the direct supervision of the National Coordinator, the intern will be expected to provide support to the UNDP-GEF/SGP Team.

Duties & Responsibilities:

Assist the Unit with following tasks;

- Assist designated NGOs, CBOs and community groups in identifying, formulating, monitoring and evaluation of projects and formulation of lessons learned.
- The intern will assist the National Coordinator and the Programme Assistant in the compiling of data of all SGP implemented projects past and present and updating the electronic database
- Assist the National Coordinator in the organization of stakeholder workshops and project development sessions for NGOs, CBOs, and other stakeholders to explain the programme, and to assist designated potential applicants in making the link between local environmental problems and the global concerns of the GEF focal areas and operational programs.
- S(he) will be expected to assist the Small Grants Programme on any other work the programme maybe tasked with
- The National Coordinator will supervise the intern's work
- The intern will work with the GEF/SGP over a period of six months and the working hours will be flexible and will be determined and agreed together by the Intern and supervisor. The intern will prepare a final report of the duties performed under this Terms of references.

Competencies

- Proactive (able to pro-actively undertake tasks that fall under TORs)
- Team Player
- Excellent writing skills
- Quick learner
- Good computer skills
- Polite and outgoing

Required Skills and Experience

Applicants to the UNDP internship programme must at the time of application meet one of the following requirements:

- (a) Be enrolled in a postgraduate degree programme (such as a master's programme, or higher);
- (b) Be enrolled in the final academic year of a first university degree programme (such as bachelor's degree or equivalent);
- (c) 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;
- (d) Be enrolled in a postgraduate professional traineeship program and undertake the internship as part of this program.

- Persons in the development-related fields, preferably with a focus on environment/ natural resource management.
- Demonstrated interest in environmental issues, and demonstrated academic ability in at least one of the GEF focal areas.
- Demonstrated interest in community-oriented environment and development programmes, and in project design, implementation, and monitoring and evaluation.
- Excellent command of written and spoken English required and proficiency in Sinhala and/or Tamil is an advantage
- Ability to think and work logically and work precisely with attention to detail
- Ability to write clearly and concisely
- Initiative, sound judgment and demonstrated ability to work harmoniously with staff members of different national and cultural backgrounds.
- Excellent communication skills (written, verbal, interpersonal).
- Willingness to travel to and stay some or more days at project sites mostly in the Interior.

Family Relationship

A person who is the child or sibling of an UNDP staff member is not eligible to apply for an internship at UNDP. An applicant who bears any other family relationship with a UNDP staff member may be engaged as an intern, provided that they must neither be assigned to the same work unit of the staff member nor be placed under the direct or indirect supervision of the staff member.

Medical Insurance

Interns are responsible for securing adequate medical insurance for the duration of their internship with UNDP and must provide a medical certificate of good health prior to starting the internship. UNDP will not reimburse the medical insurance of the intern. Any costs arising from accidents and illness incurred during an internship assignment will be the responsibility of the intern.

Stipends, insurance and interns' expenses

Where an intern is not financially supported by any institution or programme, such as a university, government, foundation or scholarship programme, a stipend intended to help cover basic daily expenses related to the internship, such as meals and transportation at the duty station, must be paid by the receiving office.

Costs and arrangements for travel, visas, passports, accommodation and living expenses are the responsibility of:

- (a) The nominating institution, related institution or government, which may provide the required financial assistance to its students; or
- (b) The intern.