

Date: September 2012

Internship with the United Nations Environment Programme (UNEP) Division of Technology, Industry and Economics (DTIE) International Environmental Technology Centre (IETC), in Osaka, Japan

UNEP IETC is looking for undergraduate and graduate-level students interested in a three-months internship with IETC located in Osaka, Japan, to support the work under the Global Partnership on Waste Management (GPWM).

Detailed description of the internship projects/ tasks assigned:

IETC promotes and implements environmentally sound technologies (ESTs), including management systems for sustainable production and consumption. In particular, IETC focuses on waste management issues, including technology support, demonstration/ pilot projects, capacity building, and advisory services, IETC covers a wide range of waste streams and cross-cutting issues, e.g. integrated solid waste management (ISWM), e-waste, waste plastics, waste agricultural biomass, health care waste, waste oils. For further information, please see: <http://www.unep.or.jp/>

The interns will work on a range of diverse topics related to waste management, interact closely with core staff members, and will be given responsibilities based on his/ her experience and skills. Everyone is expected to pitch in to assist on any project or activity in need of immediate attention.

In particular, the intern will assist in promoting the GPWM, an initiative that was launched in 2010 to enhance international cooperation among stakeholders, identify and fill information gaps, share information and strengthen awareness, political will, and capacity to promote resource conservation and resource efficiency. This will include the following tasks:

- Assist with advanced academic research on environment and waste management-related topics;
- Assist in populating an online portal on waste management;
- Assist in mapping activities on waste management carried out by major international organizations;
- Assist in outreach to partner organizations and coordination of GPWM focal areas;
- Assist in certain IETC administrative office duties when necessary.

Qualifications for an Internship with IETC

- Background in environmental studies, international relations, international development, political science, or environmental policy preferred;
- Excellent writing and editing skills;
- Strong research and analytical skills;
- Computer literacy, especially with MS Word and Excel;
- Demonstrated interest in the environment;
- Strong organizational skills and administrative capabilities;
- Ability to work creatively, independently and as a team member;
- Ability to work full-time (35 hours a week);
- Attention to detail.

Payment, Liability, Insurance, Visas and Clearance

The Internship Programme operates on a non-remunerative basis. All costs connected with internships must, therefore, be borne by the interns or their sponsoring institutions or governments. This includes costs relating to travel, living and accommodation. The following stipulations should be noted with regard to insurance coverage:

UNEP accepts no responsibility or liability for costs arising from damages, travel, accident and/or illness incurred during an Internship. Interns are therefore asked to submit in advance:

- A medical certificate stating that he/she is in good health;
- Valid proof of coverage by a medical insurance plan, as the United Nations Medical Insurance Plan does not cover interns.

For prospective interns from outside of the Japan, it is UN policy that obtaining visas is the sole responsibility of the intern. This can be a lengthy process. If accepted as a IETC intern, do not delay in pursuing your visa(s). We regret to say that IETC cannot be of any assistance beyond providing original letters of acceptance.

Application Procedure

Applications must include:

- A detailed CV;
- A written statement explaining why an internship with IETC is being sought and what is expected from the experience; and
- A cover letter indicating specific dates of availability and other information felt to be relevant.

Applications can be emailed to: Carolin.Sanz-Noriega@unep.org