



# United Nations Environment Programme

برنامج الأمم المتحدة للبيئة • 联合国环境规划署  
PROGRAMME DES NATIONS UNIES POUR L'ENVIRONNEMENT • PROGRAMA DE LAS NACIONES UNIDAS PARA EL MEDIO AMBIENTE  
ПРОГРАММА ОРГАНИЗАЦИИ ОБЪЕДИНЕННЫХ НАЦИЙ ПО ОКРУЖАЮЩЕЙ СРЕДЕ

## Finance Initiative

Innovative financing for sustainability

---

### Communications Intern

United Nations Environment Programme Finance Initiative

---

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

---

#### About UNEP FI

The United Nations Environment Programme Finance Initiative (UNEP FI) is a unique global partnership between the United Nations Environment Programme (UNEP) and the global financial sector.

UNEP FI works closely with over 180 financial institutions that are signatories to the UNEP FI Statements, and a range of partners and organizations to develop and promote linkages between the environment, sustainability and financial performance. Every other year, UNEP FI holds its Global Roundtable, a flagship finance & sustainability event that brings together FIs and stakeholders from across the globe.

The Unit is currently looking for a Communications Intern to serve as support to, and work closely with, the Communications Officer who is in charge of the Unit's Communications strategy. The Communications Officer will serve as a direct supervisor to the Communications Intern.

#### Personal Profile:

- Go-getter
- Can-do attitude and initiative
- Dynamic and confident personality
- Strategic thinking and ability to master the political map of inter-governmental processes and public sector, on one hand, and understanding of private sector requirements and culture, on the other hand
- Ability to finish tasks quickly
- Sense of humour and 'edge'
- Creative thinking

#### Tasks & Responsibilities:

Under the supervision of the Communications Officer, the Communications Intern shall serve in a three-fold capacity: Advisory role, Drafting role and Technical responsibility role. The position is incorporated into the implementation plan of the Unit's Communications Strategy. As such, the Communications Intern is directly involved with, and responsible for, the success of the strategy. The below mentioned tasks represent a planned list of responsibilities, divided according to group:

- Advisory role: strategic advice to Communications Officer; identifying of appropriate fora and political platforms to be considered by the Unit, close following of current news and developing opportunities; attendance of conferences, meetings and workshops; advice on logo; assistance and advice on establishing video-production process; advice on website

restructuring; advice on membership-only website; selection of 'green' printing paper providers and management of process

- Drafting role: drafting and or/management of UNEPFI publications, including marketing materials, reports, brochures, press releases and email alerts; proof-reading; liaison with publisher/contributing authors; drafting of formal letters; editing and finalizing the Unit's overview PowerPoint presentation
- Technical responsibilities: Creation and maintenance of Facebook, Twitter, Youtube profiles; management of website restructuring and obtaining content for it from the Unit's staff; entry and update of email lists and database, as directed by the Communications Officer; search of photos; assistance in reports' and materials' lay out and design; printing of documents and assistance in shipping of publications

**Requirements:**

- Academic background in international relations, communications, public relations, advertising, marketing, economics, finance, or a related field
- Previous work experience is an advantage
- Strong drafting skills
- Fluency in English required, fluency in further languages a strong asset
- Good knowledge of Microsoft Office (Word, Excel, PowerPoint, Access)
- Experience with design software is an advantage
- Excellent oral and written communications skills
- Strong organisational skills & attention to detail
- Good interpersonal skills and ability to establish and maintain good working relations in a multicultural and geographically disperse environment

**Place of Work:**

The Communications Intern will be based in Geneva at UNEP FI Headquarters.

**Duration:**

UNEP FI is seeking to fill this position ideally for a 6-month period, starting as soon as possible and at the latest, in May 2010.

**Application Process:**

If you are interested in applying for this challenging position please send your CV, accompanied by a short introductory email to [Iveta.Cherneva@unepfi.org](mailto:Iveta.Cherneva@unepfi.org). Tel.: +41 (0) 22 917 8375