TERMS OF REFERENCE

Title: Intern, IUCN Global Gender Office

Work percentage: 50%-100% (20-40 hours per week)

Duty Station: IUCN Washington, DC

Reporting to: Senior Gender Adviser, Global Gender Office

Timeline: August – December 2016, with potential for extension

BACKGROUND

IUCN—International Union for Conservation of Nature—helps find pragmatic solutions to the world’s most pressing environment and development challenges. With a strong gender policy that mandates a gender-sensitive approach to all the programmes and projects Union-wide and throughout partnerships, IUCN is a unique example of a technical environmental institution that champions women’s empowerment and advancing gender equality as intrinsic to meeting its goals. The Global Gender Office (GGO) contributes toward IUCN's vision and mission by providing innovative approaches, technical support, policy development and capacity building to Government and non-Government members, IUCN programmes and offices, and to a wide range of partners around the world.

The incumbent will support a team led by the Global Senior Gender Advisor, senior officers, program specialists and financial/administrative support staff. The GGO is based in Washington, DC. The primary working languages of the office are English and Spanish, but enhanced capacity on French is needed to support key projects.

KEY RESPONSIBILITIES ARE LIKELY TO INCLUDE:

• Research and write on gender and environment themes in English and French, including supporting gender analyses on key IUCN issues (e.g., climate change, forest issues, food and water security)
• Review and synthesize documents, email correspondence and other communications in English and French
• Assist with coordinating and establishing communication with francophone networks
• Support the development and dissemination of knowledge products
• Carry out any other relevant tasks as assigned by and agreed with the line manager to support the GGO team
• Be available to participate in or otherwise support local and international meetings as needed, including UNFCCC COP, CBD COP and others
Qualifications

The required qualifications are:
- Master’s degree (completed or in-process) in a relevant discipline, such as gender, sustainable development, environment, climate change, and/or the social sciences
- Outstanding written and oral communication skills in English and French
- Experience or keen interest in the field of gender and environment
- Excellent teamwork, coordination, and time management skills
- Ability to rapidly research, analyze and integrate diverse information from varied sources
- Flexibility and sense of humor

The additional preferred qualifications are:
- Experience in data analysis, monitoring and evaluation, and/or research methods
- Technical knowledge of energy, agriculture, or other sectors in the sustainable development sector
- Experience coordinating a network
- Experience working in developing countries
- Reading or writing ability in Spanish

To Apply:

Please email, in PDF form, a resume, cover letter, and a writing sample not longer than three pages to Molly Gilligan at molly.gilligan@iucn.org. The subject line should read “GGO Internship Application”.

Payment commensurate with experience and availability may be arranged.