



## Internship Terms of Reference

<b>Internship Title:</b>	<b>Water Learning Centre (IWRM)</b>
<b>Reference Number:</b>	2021/UNU/INWEH/INTERN/WLC/IWRM/29
<b>Institute/Office:</b>	<b>United Nations University Institute for Water, Environment and Health (UNU-INWEH)</b>
<b>Duty Station:</b>	Hamilton, Canada
<b>Supervisor Name:</b>	Hamid Mehmood
<b>Duration:</b>	15/MAY/2021 to 15/AUG/2021
<b>Background</b> <p>For the past four decades, UNU has been a go-to think tank for impartial research on the pressing global problems of human survival, conflict prevention, development, and welfare. With more than 400 researchers in 13 countries, UNU's work spans the full breadth of the 17 Sustainable Development Goals, generating policy-relevant knowledge to effect positive global change. UNU maintains more than 200 collaborations with UN agencies and leading universities and research institutions across the globe.</p> <p><b>United Nations University Institute for Water, Environment and Health (UNU-INWEH)</b></p> <p>The UNU Institute for Water, Environment and Health (<a href="http://inweh.unu.edu/">http://inweh.unu.edu/</a>) is a member of the UNU family of organizations. Its vision is a world free of water problems where sustainable human development and environmental health and security are assured for all. Its mission is to help resolve pressing water challenges that are of concern to the United Nations, its Member States, and their people. UNU-INWEH pursues its mission through critical analysis and synthesis of existing bodies of scientific discovery; targeted research that identifies emerging policy issues; application of on-the-ground scalable science-based solutions to water issues; and global outreach. UNU-INWEH is the only entirely-water focused Institute within the UNU System, and the only entirely water-related UN entity in Canada. UNU-INWEH is supported by the Government of Canada and hosted by McMaster University.</p> <p>UNU-INWEH works on four broadly defined, interconnected thematic areas: i) accelerating the implementation of water-related SDGs ii) activating a technology revolution for water security in the Global South; iii) advancing gender equality for effective water management and iv) managing water- and climate-related risks for improved water security <a href="#">UNU-INWEH-Strategic-Plan</a>. The institute focuses primarily on global water issues and their implications for developing countries.</p>	
<b>Project description</b> <p>Water Learning Centre (WLC) is relaunched in 2021 with the long-term, overarching goal to enhance national capacities for the development and implementation of sustainable water management strategies in developing countries, at local, regional, and sub-regional levels. Aligning with UNU-INWEH's new strategic plan, WLC will promote topics such as water security, water-health, mangrove ecosystems, big data for water-related applications, water migration and disasters, and unconventional water resources. These courses will provide opportunities for continuing education and skills upgrading.</p>	

We are looking for an intern who can work remotely to assist in transferring courses/modules from a Moodle based learning management system to WLC.

### **Description of Responsibilities**

- Collect course content from Moodle based learning management system (access will be provided)
- Format and transfer the course content to WLC
- Undertake additional tasks as assigned by the supervisor.

### **Learning objective**

Develop interns' knowledge and capabilities to use online learning platforms

### **Competencies**

#### **Core Values:**

- Respect for Diversity
- Integrity
- Professionalism

#### **Core Competencies:**

- Awareness and Sensitivity Regarding Gender Issues
- Accountability
- Creative Problem Solving
- Effective Communication
- Inclusive Collaboration

### **Qualifications**

#### **Education:**

- University studies in one of the following disciplines: Remote Sensing, GIS, Hydroinformatics Computer Science, Environmental Science or other relevant subjects is required.
- Be in their final year of undergraduate study or enrolled in a graduate degree programme or is within the two-year post-graduation (maximum) from either a bachelors', masters' or PhD degree programme.
- Eligibility requirements as available at: [internship-programme](#)
- Excellent writing and research skills, including ability to conduct searches in academic databases
- Ability to work in MS Office Suite (Word, Power Point and Excel).
- Working knowledge of online content management systems.
- Ability to prioritize work and multi-task; focus on delivery; self-motivation.
- Ability to work in a multi-cultural environment with sensitivity and respect for diversity.

#### **Language:**

- Excellent communication skills (written and oral) in English are required;
- Working knowledge of another UN language is an advantage.

### **Application Procedure**

Interested and eligible (must satisfy [Eligibility Criteria](#)) applicants should submit their application online through [Impactpool](#) and **must** upload all required documents listed below

- A completed and signed [Internship Application Form](#) downloadable from the UNU-INWEH website.
- A **separate** cover letter with a) a brief statement of purpose and b) why you think an internship would be a valuable opportunity and c) setting out how your qualifications and description of previous relevant experience match the requirements of the position.
- A Copy of Your University Transcript: Undergraduate or Graduate transcript. Unofficial is acceptable.
- For Non-Native English Speakers, a Copy of Your English Language Certification (E.g., TOEFL, IELTS, TOEIC); not required if the applicant has completed undergraduate and/or graduate studies with English as the medium of instruction. See [FAQ](#) Section 2 for further information on language certification.
- Confirmation of Family Relationship downloadable from the [UNU-INWEH website](#) .
- **Only** upload documents as requested. Applications submitted with additional documents e.g. reference letters can be disqualified.
- An indication of the reference number of the vacancy announcement **(2021/UNU/INWEH/INTERN/WLC/IWRM/29)**
- Please **include** your surname in the file names of any attachments.

Candidates invited for interview must submit prior to the interview the following documents:

- Document(s) for Proof of enrollment or graduation; downloadable from the [UNU-INWEH website](#)
- Two Letters of Recommendation from your references as specified in application form (#17).
- Proof of health and life/accident insurance valid for the location in which the internship will be carried out. Selected intern must have health and life insurance.

Only short-listed candidates will be notified and applications that do not include all the requested information will not be considered.

UNU accepts no responsibility for costs arising from accidents and/or illness or death incurred during the internship.

**Duration and Start Date:**

The duration of this internship is 3 months on a full-time basis with an expected start date of 15 May or as soon as possible thereafter. Part-time applications will be considered under exceptional conditions.

**Duty Station:**

The successful candidate shall undertake the internship remotely due to the ongoing pandemic associated with travel restrictions, uncertainties and delays in many aspects. This arrangement should also limit possible exposure to COVID-19. Interns working remotely must have access to a personal laptop or desktop with basic functionalities and internet for the duration of their in-/externship.

**Stipend**

Interns who are not in receipt of financial support (*please indicate on application form; 15 c & d*) for the purpose of this internship from other sources such as universities or other institutions will receive a stipend from UNU to partially subsidize basic daily expenses such as meals, transportation, and internet costs for the duration of the internship.

The monthly amount of the stipend will be determined according to the location of the in-/extern based on the stipend rates in effect. The stipend will be paid on a monthly basis and part-time internship arrangements are prorated accordingly.

**Additional Information**

Interns are not staff members and may not represent UNU in any official capacity.

The purpose of the Internship Programme is not to lead to further employment with UNU but to complement an intern's studies. Therefore, there should be no expectation of employment at the end of an internship.

UNU is committed to diversity and inclusion within its workforce, and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons living with disabilities to apply and become part of the organisation.

UNU has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UNU, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination.