



RIO DOCE PANEL INTERN South America – Brazil Country Office

Unit:	Brazil Country Office
Organization:	International Union for Conservation of Nature (IUCN)
Location:	Brazil Country Office, Brasilia - DF, Brazil
Reporting to:	Project Officer
Work percentage:	50%
Grade:	-
Expected start date:	16 January 2020
Type of contract:	Fixed-term (6 months) – might be renewable to 1-year
Closing date:	10.12.2019

Background

The International Union for the Conservation of Nature (IUCN) was requested by the Renova Foundation in 2017 to establish an Independent Scientific and Technical Advisory Panel (ISTAP) that provides technical and scientific support to the Foundation for the restoration effort of the Rio Doce Basin, Minas Gerais and Espírito Santo, Brazil, as mandated in the Transaction and Conduct Adjustment Term, and described on Renova Foundation website. ISTAPs adhere to the principles of independence, transparency, accountability, and engagement. The Rio Doce Panel (RDP) was then established as a five-year initiative focused on the restoration of the Rio Doce Basin. Since 2017, five papers were produced with recommendations, all documented here: www.iucn.org/riodocepanel.

This position will be supervised by the IUCN Project Officer for the Rio Doce Panel, will be based in IUCN Brazil in Brasilia, and work in close coordination with the IUCN Brazil office. The Business and Biodiversity Programme is responsible for coordinating the implementation of the strategy across the organization and identifying innovative approaches for engaging the private sector in achieving conservation outcomes. The position will support the BBP and IUCN Brazil in providing management support to the Rio Doce Panel.

Job Description

RESPONSIBILITIES

The Intern will support the Project Officer dedicated to the Rio Doce Panel in managing logistics and management activities according to IUCN's guidelines and procedures.

SPECIFIC DUTIES

TRAVEL LOGISTICS SUPPORT (50%)

- Support the timely processing of travel requests and reimbursement procedures
- Liaison with travel agency for logistical arrangements for travel and events
- Support to schedule meetings and visits during RDP face-to-face meetings twice a year

PROJECT MANAGEMENT SUPPORT (30%)

- Support the arrangement of videoconference meetings, invitations and confirmations
- Support the preparation of presentations when needed
- Support the elaboration of meetings minutes and reports
- Support the preparation of documents before and after translation
- Support the search for documents and images requested by RDP
- Support the systematization of peer reviewer's spreadsheets and M&E documents

COMMUNICATIONS AND OUTREACH SUPPORT (20%)

- Keep list of stakeholders and contacts updated
- Prepare quotations and requests for equipments and services
- Support the elaborating of monthly clipping briefings

REQUIREMENTS

- Candidates must be enrolled in an undergraduate university programme, from the 6th semester onwards.
- An undergraduate student in administration, international relations or related field required.
- Fluency in Portuguese and advanced spoken and written English is essential. Good knowledge of Spanish is an asset.
- Very good computer skills in particular Microsoft Office (Outlook, Word, Excel, Power Point).
- Motivation, hands-on mentality and team player.

Conditions:

Fixed-term contract for 6 months

Workload: 20 hours/week

The candidate will get an internship allowance of BRL 700,00 per month.

Transportation assistance will be provided by IUCN.

Insurance coverage should be provided by the intern.

APPLICATIONS

Applications will be published at the IUCN HR Management System and at the CIEE website (<https://portal.ciee.org.br/>)

The interested candidate must send a CV and a motivation letter in English to BBPpanel@iucn.org

Please note that only selected applicants will be personally contacted for interviews.

Other job opportunities are published in the IUCN website: <http://www.iucn.org/involved/jobs/>

About IUCN

IUCN is a membership Union uniquely composed of both government and civil society organisations. It provides public, private and non-governmental organisations with the knowledge and tools that enable human progress, economic development and nature conservation to take place together.

Created in 1948, IUCN is now the world's largest and most diverse environmental network, harnessing the knowledge, resources and reach of more than 1,300 Member organisations and some 10,000 experts. It is a leading provider of conservation data, assessments and analysis. Its broad membership enables IUCN to fill the role of incubator and trusted repository of best practices, tools and international standards.

IUCN provides a neutral space in which diverse stakeholders including governments, NGOs, scientists, businesses, local communities, indigenous peoples organisations and others can work together to forge and implement solutions to environmental challenges and achieve sustainable development.

Working with many partners and supporters, IUCN implements a large and diverse portfolio of conservation projects worldwide. Combining the latest science with the traditional knowledge of local communities, these projects work to reverse habitat loss, restore ecosystems and improve people's well-being.

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