**Global Green Growth Institute Internship Program**

**Application period for the program: June 30, 2023**

**Hiring manager:** Mona Laczo, Head, Communication and Knowledge Sharing Unit

**Internship duration:** 3 months

**Start:** As soon as possible (9:00 – 18:00 Monday-Friday)

The Global Green Growth Institute internship program (also called "Grow Green" Program) provides a unique learning opportunity for students and recent graduates from diverse academic backgrounds. The program is designed for talented and motivated individuals skilled in areas relevant to GGGI’s operations. The program allows selected candidates to gain insight into the work of the Institute and provides assistance and training in various professional fields in a multicultural environment. We encourage qualified women and men, in particular, nationals of developing countries, with diverse professional, academic, and cultural backgrounds to apply.

**Current Opportunity**

We are looking for a talented individual to work with us in the Communication and Knowledge Sharing Unit to support internal and external activities and initiatives.

The Communications and Knowledge Sharing Unit is a part of the Office of the Director-General (ODG). As the front office of the Director-General, ODG is both internal facing, in that it supports GGGI to fulfill its strategic vision, and external facing in that it supports the Director-General in developing and maintaining relationships with partners and mobilizing resources. Comprised of five interrelated units, the department ensures the Director-General is effectively supported to play his role as the 'global voice' for green growth and GGGI.

The Communications and Knowledge Sharing Unit plays a leading role in raising the profile of the organization through developing and disseminating relevant and impactful communication and knowledge materials relevant to support country-led, regional, and global events and initiatives.

**Assignment**

The assignment will include but not limited to the following:

* Assist in building GGGI’s picture database by collecting, editing, and storing/archiving of pictures and videos.
* Provide support in preparing for GGGI’s external weekly newsletter, support gathering content input from country, regional, and HQ offices, supporting with layout and distribution.
* Support the Communications Unit with communications work around GGGI’s upcoming events, conferences and workshops including design of branding and other conference materials and distribution of these through the most appropriate channels.
* Assist in preparing communications materials (i.e., brochures, reports, and publications)
* Conduct media research relevant to GGGI programs including on media consumption and social and behavior change communication trends.
* Support with administrative function of the unit.

**Eligibility**

Applicants to the GGGI internship program must at the time of application meet the following requirements:

* An academic background, or professional experience in communications, media, marketing, or graphic design.
* Knowledge and experience using digital platforms for social change (Facebook, twitter, LinkedIn, Instagram).
* Strong understanding of marketing principles including audience segmentation.
* Experience with design software such as Adobe Photoshop, Premier, In-Design, and Illustrator.
* Some experience in Microsoft 360 application, particularly SharePoint, is desirable.
* Commitment to the values of GGGI.
* Be enrolled in a Bachelor’s (final year), Master’s or PhD program prior to internship assignment, or a recent graduate within the last 12 months.
* Be engaged or recently engaged in academic study in a field directly related to the Institute’s work
* Possess an excellent command of English.

**Qualification**

* A bachelor’s degree in a relevant area in communications, media, behavior change communication and other relevant disciplines.
* Two years’ work experience in relevant areas. The experience can include internships, volunteering, and unpaid assignments. The experience can be gained within a candidate’s country or outside.
* Demonstrates commitment and passion to climate change issues, green growth through their life choices, academic studies, and paid/unpaid work experience.
* Excellent written and spoken English. The ability to speak a second language pertaining to GGGI’s member countries would be a plus.

**Selection Process**

* Applications submitted after the deadline will not be considered.
* GGGI evaluates applications based on: eligibility requirements, relevance of academic study and work experience (if any); and the level of interest and motivation to contribute to development work.
* Due to high volume of applications, only shortlisted candidates will be contacted.

**Important information:**

**Duration**: The internship program is for at least three months and up to six months. Once selected, interns must begin your internship either prior to or within 12 months of graduation.

**Stipend**: GGGI interns receive a monthly stipend of USD $500 per month (unless agreed to be funded by sponsoring institutions). All costs related to travel, insurance, accommodation, and living expenses must be borne by either the interns themselves or sponsoring institutions.

**Visa**: GGGI will provide a supporting letter for visa. Interns will be responsible for obtaining and financing the necessary visas.

**Travel**: Intern will arrange and finance their travel to the internship location.

**Medical Insurance**: Interns must present proof of valid medical insurance to GGGI upon returning the signed internship contract.

**Confidentiality**: Interns must keep confidential any and all unpublished information obtained during the course of the internship and may not publish any documents based on such information.

**Academic Credit:** Interns may get academic credit from their institution of higher education for the internship. Interns need to check with their university to confirm their academic credit policy for internships.

**Working Hours**: interns are expected to work during normal working hours. Leave should be pre-approved by the Intern Manager, and the latter should inform the Office of HR accordingly.

**Learning Outcomes:** before completion of the internship, Intern Managers are expected to review the learning outcomes with the intern.

**Certificate**: provided upon successful completion of the internship, upon request.