



2009 Internship Vacancies: Open for Application International Urban Training Center



Title:	2009 Internship Programme: Open for Application For 2009 UN-HABITAT – IUTC International Training Programmes
Location:	Gangwon Province, Republic of Korea
Duration:	2 months (8 weeks)

1. Background

Gangwon Province in the Republic of Korea and UN-HABITAT are collaborating in the establishment of an International Urban Training Centre. IUTC aims to bridge the knowledge gap between academia, local and central government in the field of sustainable urban development by facilitating communication, professional networking, learning and exchange of information. It will seek to enable dialogue between different stakeholders to create mutual trust and understanding in the realization of sustainable communities at the local, national and international levels.

The IUTC aims to:

- Enhance efficiencies in the use of local environmental resources, promote the sustainable use of global common resources (such as air, biodiversity, energy sources etc.), reduce environmental risks and strengthen the application of environmental conventions and agreements including the Climate Change Protocol
- Promote environmental restoration and eco-technology
- Promote more equitable access to resources and environmental services and subsequently reduce poverty
- Mobilize and strengthening local capacities to plan, co-ordinate, and manage sustainable local development in partnership, and
- Harness the complementary strengths of UN-HABITAT, UNEP, and other partners in support of Agenda 21, and the HABITAT Agenda sustainable development commitments including improved local environmental governance.

To achieve the above objectives, IUTC with support by UN-HABITAT is providing residential courses in a modular manner that will be combined into a comprehensive training curricular of IUTC on sustainable urbanization. IUTC currently has set environmental restoration and eco-technology as its key focus area with the aim to widely disseminate Korean best practices and promote Korea's know-how accumulated over the past 50 years of rapid development. The IUTC has since its inception in 2007 concentrated on developing cutting-edge training programs and materials that support sustainable development in the Asian and Pacific region.

2. Duties and responsibilities

Under the overall guidance of the Director of IUTC, the intern will support the IUTC's International Training Programme for 2009 by:

- Supporting development and preparation for training materials and course programs
- Supporting training course operation
- Preparing and submitting a report of internship activities
- Assisting with logistic support and travel support to IUTC training participants
- Developing a-date database on training service providers and potential customers by collecting contact data of individuals, organizations, local and central government in the Asia and Pacific region related to IUTC and UN-HABITAT work for sustainable urbanization
- Maintaining and updating IUTC website and blog contents
- Engaging in other tasks to support IUTC as needed and directed by the IUTC director

3. Eligibility

The internship programme is open to students who are enrolled in a graduate school, preferably based in Asian region, with specialization in areas that directly relate to IUTC and UN-HABITAT work toward sustainable urbanization. The areas would include communication, environmental planning and management, urban planning and development, energy, and/or environmental technologies etc.

In general, the qualifications would be:

- Student who are enrolled in a graduate school preferably based in Asian region; major in environmental planning and management, urban planning and development, energy, and/or environmental technologies etc. would be given priorities.
- Must be fluent in English, both in spoken and written
- Proficiency in MS-Office (Word, PowerPoint, Excel) and internet
- Skills at gathering the relevant information
- Outgoing personality is preferable.
- Goal-oriented and availability to actively and creatively cope with new challenges and changing circumstances
- Patience and ability to live and work together in a team, and in another culture

4. Other conditions

- Non-salary position but a lump sum will be provided to cover actual costs for a round-trip air-ticket and stay at Gangwon Province during internship.
- The intern will not be considered as a staff member of the UN nor IUTC, however, she/he will be provided with a certificate signed by UN-HABITAT and IUTC upon her/his completion of internship at IUTC.
- The intern is responsible for obtaining any necessary visas and costs incurred in respect of travel insurance, accident insurance, medical bills and/or hospitalization fees in connection with his/her stay in Korea.
- IUTC will not assume responsibility for any loss or damage incurred to the intern or claimed by third parties as a result of any negligence in the duration of internship.
- The intern will provide written notice in case of illness or other unavoidable circumstances that might prevent him/her from fulfilling the internship.

5. Application Process

Application for the internship programme is open all year round and selected intern will be stationed at IUTC for two months (8 weeks).

- Planned recruitment for 2009 internship programme: two months in June - September (tentatively)

Interested and qualified students should submit the following

- filled out application form (attached and also downloadable the form from IUTC website www.iutc.org)
- a comprehensive CV
- a letter of motivation

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Application Form

Fill out and return this form to apply for internship programme. Please use block capitals and use one form for each person.

Personal Information

Family name:		Family name:		Middle Name:	
Gender:		Date of birth:		Place of birth:	
Permanent Residential Address:					
Present address:					
E-mail:		Phone:		Fax:	
Person to be contacted in case of emergency:					
E-mail:		Phone:		Address:	
Nationality:					

Insurance: I hereby confirm that I hold a health / accident insurance policy

Company name:

Policy number:

Knowledge of Languages

Mother Tongue:

LANGUAGE	READ		WRITE		SPEAK		UNDERSTAND	
	Easily	Not Easily	Easily	Not Easily	Easily	Not Easily	Easily	Not Easily
English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Higher Education (College/University, or equivalent)

Institution (Name, place and country)	Attended		Degrees/certificate obtained/expected	Major subjects of study
	from (m/y)	to (m/y)		

Statement of Motivation

Other relevant information

- a) University scholarships or academic distinctions:
 b) Publications (if any):
 c) Have you ever applied for regular employment with the United Nations: Yes No Specify:
 d) Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? Yes No

If yes, give particulars of each case in attached statement.

Computer Skills

MS Word MS Excel MS Access MS PowerPoint Others (Specify: _____)

Date for proposed internship, if different from date indicated in internship advertisement.

Starting date:

Finishing date:

References: List three persons, not related to you, who are familiar with your character and qualifications

	Name and occupation	Full Address	Phone/email
a.			
b.			
c.			

I hereby certify that the foregoing statements and answers are true, complete and correct to the best of my knowledge and belief and can be verified at any time. I have also read and intend to comply with the objectives and conditions of the internship programme.

Signature: (when applying by e-mail, type your name)

Date: (dd/mm/yy)

This section should be completed by nominating institution or organization

Name of institution/organization: _____

nominates _____ to participate in the International Urban Training Center internship programme supported by UN-HABITAT, Gangwon Province, Republic of Korea, under the established objectives and conditions given in the attached form.

1) Duration and timing of the internship: _____

2) Purpose of candidate's proposed participation in the internship programme:

Name and address of nominating organization: _____ _____ _____ _____ _____	Name and title of certifying official (please print) _____ _____ Signature of certifying official (please seal the University's stamp) _____
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Please return the completed application form together with a comprehensive CV and a letter of motivation at fax (+82 33 433 9381) or e-mail (seoyumi@korea.kr). For more information please visit www.iutc.org