

INTERNSHIPS AT GLOBAL WATER PARTNERSHIP ORGANISATION (GWPO)

GWPO accepts interns depending on (i) the specific needs of work units at the Secretariat and their capacity to effectively support and supervise the interns and (ii) on the Secretariat's capacity to provide work space for the interns (preferably for two at a time). Interns accepted will carry out their tasks under the supervision of a designated staff member of the Secretariat.

GWPO may decide that a potential intern can better contribute to GWP at regional or Country level and thereby refer candidates to a Regional Water Partnership or Country Water Partnership.

Purpose

To provide internships to students who have specialised in a field related to the work of GWP and/or GWPO (e.g. Finance & Admin, Communications) entailing:

- providing the Secretariat with the assistance of highly qualified students
- offering important practical experience which complements their field of study
- exposing them to and give insights into the work of GWP
- promoting a better understanding of the concept of integrated water resources management having students promote GWP and its core values

Conditions of internship

GWP offers no remuneration or any other financial support to meet expenses for travel, subsistence and health/accident insurance.

The internship period can vary in duration (usually 3-6 months) depending on the student's availability and the tasks assigned.

Obligations of the intern

Interns accepted for an internship period at GWPO must:

- be enrolled in an educational programme at the time of application and during the internship
- have the required visas and permits to legally undertake the internship for the duration of their stay in Sweden;
- meet all expenses for travel and subsistence, through financial support from their educational institution, government, scholarships or through personal resources;
- have adequate medical and accident insurances

Qualifications

- Interest in water resources management, any of GWP's six focus areas, environmental sustainability issues or in any other field related to the work of GWPO
- Ability to work in a multi-cultural environment and a team player
- A good command of the English language in speaking, reading and writing
- Working knowledge of other major languages is considered an asset
- Good knowledge of computer software including word processing, presentation, internet communication.

Application procedure

Interested applicants should send a cover letter introducing themselves and their area of interest, a CV and contact information to the Office Services and Human Resources Officer at GWPO.

The Office Services and Human Resources Officer will screen applications and forward qualified candidates to the relevant unit. Provided there is a current possibility to welcome an intern, the most suitable candidate(s) will be contacted for an interview by the proposed supervisor.

Responsibilities

The Office Services and Human Resources Officer will be responsible for:

- appointing a supervisor, in consultation with the relevant Head of Unit
- drafting the decision and the contract to be authorised/signed by the Executive Secretary

The supervising staff member is responsible for:

- Inviting candidates for interviews and conducting those
- developing the Terms of Reference
- completing the Internship schedule
- the introduction and installation at the Secretariat

All work which the Intern carries out shall go through the appointed supervisor.

Internship agreement

Interns accepted will sign an agreement specifying the duration and the tasks for the internship, the supervisor/coach as well as the requirements GWP has relating to Confidentiality, Intellectual Property Rights, Insurance and Waiver of claims. By accepting an internship offered by GWP, the intern will also accept that there is no possibility of employment at the end of his/her internship and for the six months immediately following the end of the internship.

Before the internship agreement is signed GWPO shall be provided with proof of medical and accident insurance and any visas or permits required by the Government of Sweden.

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