



World Food  
Programme

Programme  
Alimentaire  
Mondial

Programa  
Mundial de  
Alimentos

برنامج  
الأغذية  
العالمي

The Food Aid Organization of the United Nations

## Internship – World Food Programme Nordic Office

From February 6<sup>th</sup> – August 11<sup>th</sup> 2017

*Passionate about humanitarian and development assistance? Eager to see a world free from hunger in 2030? Looking to gain experience within communication and advocacy?*

**World Food Programme (WFP)** is the world's largest humanitarian organization fighting hunger worldwide. Every year, we reach around 80 million people with food assistance in 80 countries. WFP is part of the United Nations system and voluntarily funded.

WFP Nordic Office is located in Copenhagen in the UN City, which hosts 11 different UN organisations. The office raises awareness of the plight of those affected by hunger and malnutrition and of how WFP works with its Nordic government partners to reach a world with Zero Hunger. Our main platforms are our own websites and social media channels – we have a website, a Facebook page and a Twitter account for each of the Nordic countries. We also hold presentations for schools and universities and we take part in national and global campaigns, events and other information activities.

The WFP Nordic Office in Copenhagen also serves as liaison between the WFP headquarters, regional and country offices and donor and other partners in the Nordic countries.

### **Description:**

Through our internship programme we employ 4 students – one from four of the Nordic countries; Denmark, Finland, Norway and Sweden. The internship starts on February 6<sup>st</sup> and ends on August 11<sup>th</sup> 2017. Under the direct supervision of the director of WFP's Nordic Office, your main duties are:

- Maintain and further expand WFP Nordic Office's online support base through:
  - Creating content, translating, editing and updating Nordic language websites
  - Creating content, translating, editing and updating Nordic language Facebook, Twitter and Instagram accounts as well as other social media outlets
- Translate and distribute corporate updates, statements and press-releases through national media outlets
- Cooperate on various campaigns and outreach activities
- Host visits and make presentations to students about the work of WFP
- Handle inquiries from students and general public
- Monitor national media on issues related to the work and mandate of WFP and report on relevant media coverage



- Carry out national political surveillance on issues related to the work and mandate of WFP and report on relevant developments in government policies in the respective countries
- Monitor trends and issues which impact hunger and food assistance and identify opportunities for WFP to influence public debate on hunger, food aid and development assistance
- Assist in the planning and preparation of visits, meetings and conferences, briefing material and other administrative matters
- Any other duties as required

**Required qualifications:**

- Completed at least two years of undergraduate study
- Currently enrolled and have attended courses at a university programme in the past 12 months
- A bachelor degree and/or skills and maturity gained from relevant jobs or internships
- Experience in online communication – with a strong social media knowledge and working experience – and/or experience in journalism, communication or other information related work
- Working experience in national or international organizations, relevant to humanitarian and/or development field
- Excellent written communication skills in Danish, Finnish, Norwegian or Swedish – as relevant to the respective country under which you apply
- A good command of written and spoken English - the working language in WFP
- A good command of MS Office and preferably experience with content management systems (Drupal).
- Knowledge of Photoshop and/or InDesign/other photo editing software an added advantage

**Eligibility:**

- Completed at least two years of undergraduate studies;
- Currently enrolled in a Bachelor's or Master's programme as an active student, who has attended courses at a degree level (as part of a programme) within the past 12 months from the start of the internship. **Or** have recently graduated from a Bachelor's or Master's degree programme and have attended courses at a degree level (as a part of the programme) within the past 12 months from the start of the internship.

***Please be prepared to submit:***

- Signed and stamped copy of official transcripts of courses attended within the past 12 months from the Registrar or Academic Services, stating the name of the programme/degree level you are enrolled in, dates, duration of course, etc.
- If you are currently enrolled, please also submit a signed and stamped copy of confirmation of enrolment from the Academic Services or the Registrar's Office showing that you are enrolled in a university programme throughout the duration of the internship. The certificate should include the programme/degree level you are enrolled in and expected graduation date/duration of the programme.



**Terms and conditions:**

The internship is full time. WFP pays a monthly stipend equivalent to maximum USD 600. WFP is not responsible for living expenses, arrangements for accommodation or travel to and from WFP internship location.

In preparation for the internship, you will have a full week of handover with the outgoing group of interns. The dates of the internship are therefore fixed.

**Application procedures:**

Fill in and submit the below *Internship Application form* together with your application in English consisting of a CV and a cover letter to [birgitte.pedersen@wfp.org](mailto:birgitte.pedersen@wfp.org)

Deadline for applications: **Monday 31<sup>st</sup> October 2016**

Please make sure to state your respective country (Denmark, Finland, Norway or Sweden) and “WFP internship” in the subject line. Interviews in English by Skype will be scheduled to take place early November.

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**For more information on WFP please visit:**

**Denmark:** Website: [da.wfp.org](http://da.wfp.org) / Facebook: [www.facebook.com/wfp.da](http://www.facebook.com/wfp.da) / Twitter: WFP\_DK

**Finland:** Website: [fi.wfp.org](http://fi.wfp.org) / Facebook: [www.facebook.com/fi.wfp](http://www.facebook.com/fi.wfp) / Twitter: WFP\_FI

**Norway:** Website: [no.wfp.org](http://no.wfp.org) / Facebook: [www.facebook.com/no.wfp](http://www.facebook.com/no.wfp) / Twitter: WFP\_NO

**Sweden:** Website: [sv.wfp.org](http://sv.wfp.org) / Facebook: [www.facebook.com/sv.wfp](http://www.facebook.com/sv.wfp) / Twitter: WFP\_SE

**WFP’s internship programme:** <http://www.wfp.org/about/vacancies/internship>

NB: Do not send your application through this link!

**Please also fill in and submit the application form together with your application and CV.**



## United Nation World Food Programme Internship Application Form - Spring 2017

### General information

Which Nordic country do you apply for?	
Last Name:	First Name:
Age:	Skype address:
Street address:	
City:	Country:
Phone nr:	E-mail address:
Mother tongue:	2nd language:
Other language skills:	
Will you be enrolled in a university programme during the internship? Yes/No?	
Field of university programme:	
Where did you see the announcement?	
Have you attended courses at a degree level in the past 12 months prior to the beginning of this internship? Yes or No? (If yes, state dates)	
Can we share your application in-house?	

### Experience

Within the field of Communication	Yes/No	Within the field of Humanitarian/International development	Yes/No
Social Media: (If yes, how?)		NGO:	
Updating homepages: (If yes, how?)		International Organisation:	
Online communication: (If yes, how?)		Governmental agency:	
Translation: (If yes, how?)		Other, what?	
Within the field of IT	Yes/No		
MS Office:			
Content management (Drupal):			
InDesign/Photoshop/Prezi:			
Other, what?			

### Academic background

<b>Bachelor degree:</b> Finalized or in process?
Date when finalized or expected to be finalized:
Field of studies:
University:
<b>Master degree:</b> Finalized or in process?
Date when finalized or expected to be finalized:
Field of studies:
University: