TERMS OF REFERENCE/DESCRIPTION OF DUTIES

Knowledge Management Intern

Justification for the request:
Additional support for GEO communications to help capture and promote activities of GEO members, as shared in GEO Plenary Member Statements from previous GEO Week events.

Proposed Timing
Starting date: September 2021 for a period of three months.

Duties and Responsibilities:
Under the guidance of the Head of External Relations, the intern will primarily be responsible for supporting awareness raising linked to GEO members, i.e. information relating to Earth observations for scores of countries around the world.

Duties:
- Going through GEO Member Statements from 2017 onwards to capture key points
- Recording key points in GEO’s information management system
- Aligning key points with GEO work programme, including GEO engagement priorities
- Highlighting and sharing common activities or areas of interest across countries
- Producing a summary report of the findings, on a per annum basis
- Working with the GEO communications team on related outreach, i.e. providing content
- Assisting with the preparation and planning of GEO Member Statements for 2021
- Carrying out other tasks to support knowledge sharing related to Member Statements

Education:
Bachelor’s degree in Social Sciences, Public Policy, International Relations, Development Cooperation, International Economics, or related fields. Additional qualifications in relevant science subjects such as Climatology, Atmospheric / Earth Sciences, Geography, Geophysics.

Other requirements

Skills:
Strong interpersonal skills. Good analytical skills. Familiarity with Microsoft Office software. Detail-oriented. Takes initiative. Ability to work in a multicultural and diverse team. Ability to write technical and policy reports.

**Experience**

Work experience is not required.

Any of the following will be considered an asset:

Some experience of working within data management topics and working in diverse organisations to capture and record geospatial information.

Communicating results from multi-stakeholder activities.

Knowledge of and experience with Earth observations and remote sensing technologies, working with space agencies.

Awareness of international policy areas, such as the Sendai Framework for Disaster Risk Reduction, the Paris Climate Agreement and the UN 2030 Agenda for Sustainable Development.

**Language**

Excellent knowledge of English (written and spoken) is mandatory.

**Applications:**

Applications email to: secretariat@geosec.org by 16 August 2021. Please quote GEO/INTERN/2021-1 KM in the subject line.