



World Food
Programme

Programme
Alimentaire
Mondial

Programa
Mundial de
Alimentos

برنامج
الغذية
العالمي

The Food Aid Organization of the United Nations

Internship – World Food Programme Nordic Office

From August 1st 2016 - February 10th 2017

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 10 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, an Instagram account and a Twitter account for each of the Nordic countries. We also lecture for schools and universities and we take part in different campaigns and information activities.

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

Through our internship programme we employ 4 students – one from four of the Nordic countries; Denmark, Finland, Norway and Sweden. The internship starts on August 1st 2016 and ends on February 10th 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 is desirable
- Experience in online communication – with a strong social media knowledge and working experience – and/or experience in journalism, communication or other information related work desirable
- 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

Preferred qualifications:

- Experience with content management systems (Drupal) and/or experience with updating websites
- Knowledge of Photoshop and/or InDesign/other photo editing

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

Deadline for applications: **Sunday 1st May 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 primo May.

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For more information on WFP please visit:

Denmark: Website: da.wfp.org / Facebook: www.facebook.com/wfp.da / Twitter: WFP_DK/Instagram: wfp_dk

Finland: Website: fi.wfp.org / Facebook: www.facebook.com/fi.wfp / Twitter: WFP_FI/Instagram: wfp_fi

Norway: Website: no.wfp.org / Facebook: www.facebook.com/no.wfp / Twitter: WFP_NO/Instagram: wfp_no

Sweden: Website: sv.wfp.org / Facebook: www.facebook.com/sv.wfp / Twitter: WFP_SE/Instagram: 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 - Fall 2015

General information

Which Nordic country do you apply for?	
Last Name:	First Name:
Age:	Skype address:
Street address:	
City:	Country:
Phone:	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

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