



# United Nations Environment Programme

برنامج الأمم المتحدة للبيئة • 联合国环境规划署  
PROGRAMME DES NATIONS UNIES POUR L'ENVIRONNEMENT • PROGRAMA DE LAS NACIONES UNIDAS PARA EL MEDIO AMBIENTE  
ПРОГРАММА ОРГАНИЗАЦИИ ОБЪЕДИНЕННЫХ НАЦИЙ ПО ОКРУЖАЮЩЕЙ СРЕДЕ

## Finance Initiative

Innovative financing for sustainability

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### Marketing and Administration Support for Training United Nations Environment Programme Finance Initiative

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United Nations Core Values: Integrity, Professionalism, Respect for Diversity

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#### About UNEP FI

The United Nations Environment Programme Finance Initiative (UNEP FI) is a unique global partnership between the United Nations Environment Programme (UNEP) and the global financial sector.

UNEP FI works closely with nearly 200 financial institutions that are Signatories to the UNEP FI Statements, and a range of partners and organizations to develop and promote linkages between the environment, sustainability and financial performance. Through its Working Groups, Regional Task Forces, training programmes and research projects, UNEP FI carries out its mission to identify, promote, and realise the adoption of the best environmental and sustainability practices at all levels of financial institution operations.

#### About Our Training Programme

UNEP FI's sustainable finance training services are part of our effort to realise the mission of UNEP FI to "identify, promote, and realise the adoption of best environmental and sustainability practice at all levels of financial institution operations". The primary aim of these services is to raise awareness and to build capacity in sustainable finance amongst UNEP FI Signatories and other financial institutions, especially in developing countries and emerging markets.

#### Environmental and Social Risk Analysis (ESRA) Online Course

The ESRA Online Course seeks to train financial analysts on how to identify, analyse and manage environmental and social risks associated with their clients' projects in order to integrate E&S risk management in their day to day lending and investment processes and decision-making.

#### Corporate Ecoefficiency in Financial Institutions (CEFI) Online Course

The CEFI Online Course seeks to train representatives of the financial sector on how to make efficient use of the resources involved in the daily internal operations of financial institutions (FIs) and thus reduce their environmental footprint.

#### Energy Efficiency Financing in Buildings Online Course

The objective of the Course is to promote the transition towards a low-carbon economy, through the financing and investment in energy efficiency projects, specifically in Buildings. The course also seeks to enhance financial institutions capacity to finance these kinds of projects, showing the potential opportunities of business in the area of energy efficiency in buildings, in order to increase investment flows in the financial sector of the region.

#### Climate Change: Risks and Opportunities for the Finance Sector

The aim of the course is to equip representatives of financial institutions, including banks, insurers, and fund managers, as well as other stakeholders with the necessary knowledge and skills to address climate change risks and capitalise on its opportunities.

For more information on UNEP FI and on the Training Programmes, please visit <http://www.unepfi.org/training/index.html>

### **Duties**

This internship is designed primarily to support UNEP FI's Training Coordinator in promoting and delivering the courses under the Programmes mentioned above. Tasks include:

- contacting financial institutions and partner organizations from different regions with the aim of securing participants for courses;
- responding to day-to-day enquiries and expressions of interest about the Programmes / courses;
- managing registrations including the payment of course fees;
- liaising with course participants, tutors and the webmaster on an on-going basis throughout the courses;
- supporting management of the courses' online platform;
- supporting the Training Department in relation to reporting course/Programme results.

### **Requirements:**

- Academic background in business administration, marketing, communications, or related field
- fluency in English, Spanish and French
- excellent oral and written communications skills
- strong organisational skills & attention to details
- ability to work with extended and remote teams
- availability for 6 months on a full-time basis

**Next available:** The intern is expected to start on January 16, 2012.

**Place of Work:** The intern will be based in Geneva at UNEP FI Headquarters.

As a Unit of the United Nations Environment Programme, UNEP FI does not provide any remuneration for internships. Interns should be enrolled in a university programme throughout their internship. Please also note that UNEP FI cannot offer any jobs to ex-interns for at least 6 months after the completion of their internship.

Please send your curriculum vitae and letter of motivation, explaining why you are suited for this internship, to [training@unepfi.org](mailto:training@unepfi.org)

Please ensure that you attach your letter of motivation as a separate document, rather than in the e-mail text.

**Deadline:** 10 January 2012.