



SUSTAINABLE DEVELOPMENT GOALS

# ACTION CAMPAIGN

## INTERNSHIP

Position No 107033

### Internship Data and Information Management Support UN SDG Action Campaign

**Department:** IT and Web Development, UN SDG Action Campaign

**Location:** Bonn, Germany

**Modality:** fulltime office based, remote work is not possible and an EU resident permit is mandatory

**Duration:** 4-6 months

**Starting date:** 1 June 2023

**Contact Person:** caroline.lenz@undp.org

#### Background

The UN Secretary-General established the UN SDG Action Campaign to inspire people and organizations from all backgrounds and every part of the world to take actions to achieve the Sustainable Development Goals, while holding decision-makers to account for progress society-wide. The UN SDG Action Campaign is hosted and supported by UNDP and is based in Bonn (Germany) with a lean team that marshals rapid support for new initiatives as opportunities arise and provides partners with on-demand strategic creative services that inspire SDG action with an engaged community of activists and concerned individuals.

Through compelling and creative SDG outreach and communications, the UN SDG Action Campaign serves UN Member States and the United Nations whilst bridging thinkers and doers from civil society, local governments, think tanks, the arts and culture, the media and the business world. It mobilizes individuals to champion the SDGs in homes, communities and beyond. At a moment of acute crisis in our world, the UN SDG Action Campaign seizes opportunities to rethink messaging, call to action and reorient policymaking towards the Goals.

Through tailored advocacy and communications, the Campaign builds powerful networks that reach millions worldwide, urge decision-makers to act and impel momentum. We use



data, technology and innovation to empower people with the knowledge and tools to become actively involved in supporting their governments with SDG implementation and to continue to involve as many people as possible in the decision-making process.

Within the above context, the UN SDG Action Campaign is offering an internship to work with the Digital Strategist.

### **Duties and responsibilities**

Under the direction of the Digital Strategist, the incumbent is expected to contribute to the data and information management of the SDG Action Campaigns initiatives, including but not limited to:

#### **Technical support for data management**

- Support in partner data management (focal point in gathering data from partners, preparing of guidance notes for partners, supporting the official partner onboarding and registration process)
- Support on data collection from the official partners and data cleaning for the Global Map
- Support in collecting/uploading partner logos and drafting blubs for the partner page
- Support on moderating logged action data for the Global Map

#### **Provide Website Support to the SDG Action Campaign**

- Support on updating our websites including Campaign, Awards, Act4SDGs and other webpages (drafting FAQs and other content for webpages, updating webpage content using WordPress)
- Support on quality assurance and user testing for websites
- Supporting on regularly checking and recording the analytics data for websites

#### **Provide Information Management and Data Support to the SDG Action Campaign**

- Support data entry into Salesforce CRM system, along with updating records and campaigns
- Support on Salesforce and SurveyMonkey Apply backend management, including user role management, user creation and maintenance, and password support
- Support on backend reporting management for Salesforce
- Support on data management including data extraction and building reports on SurveyMonkey Apply
- Support on contact data cleaning for MailChimp



## Competencies

- Experience with data analysis, including competency in applying filter logic, is required.
- Previous experience in open-source web CMS (Content Management System) and data management is preferred
- Well organized with attention to detail and interest in digital tools and website development
- Strong interest in data management and analytics
- Creative open-minded team player with strong initiative and a willingness to learn.

## Learning opportunities for the intern

- General understanding of the work and mission of the United Nations SDG Action Campaign
- Learn about the SDGs and its global movement globally as well as the contribution processes to achieve the goals.
- Hands-on experience with an open-source website CMS and Salesforce CRM.
- Insight into information and data management.
- Experience working in an international organization and in a multicultural environment.

## Required Skills and Experience

Education:

Applicants to the UNDP internship programme must at the time of application meet one of the following requirements:

1. Be enrolled in a postgraduate degree programme (such as a master's programme, or higher);
2. Be enrolled in the final academic year of a first university degree programme (such as bachelor's degree or equivalent);
3. Have recently graduated with a university degree (as defined in (1) and (2) above) and, if selected, must start the internship within one-year of graduation;
4. Be enrolled in a postgraduate professional traineeship program and undertake the internship as part of this program.



### Experience:

- Experience in an open-source website CMS and database management
- Familiarity with the UN system in general
- Familiarity with SDG's and Agenda 2030

### Language:

- Proficiency in English;
- Knowledge of one of the other five official languages of the UN (Arabic, Chinese, French, Russian and Spanish) would be an asset.

### Conditions

- Intern will be given monthly stipend in accordance with the provisions of the [UNDP Internship policy](#), which applicants should become familiar with prior to signing an [UNDP Internship Agreement Form](#) . Where an intern is financially supported by an institution, government or third party, UNDP will, subject to the rules of such institution, government or third party, pay the intern the difference, if any, between the external financial support provided and the applicable UNDP Stipend.
- UNDP accepts no responsibility for the medical and life insurance of the intern or costs arising from accidents and illness incurred during an internship;
- All the expenses connected with the internship will be borne by the intern, sponsoring government or institutions;
- The purpose of the Internship Programme is not to lead to further employment within the UN System, but to complement an intern's studies. Therefore, there should be no expectation of employment at the end of an internship.

Only a successful candidate will be required to submit the following documents:

- A copy of the applicant's most recent resume or curriculum vitae;
- A letter from his/her university confirming current enrollment and graduation date;
- A copy of his/her school transcript;
- A signed UNDP Internship Agreement;
- A Medical Certificate of Good Health;



- Proof of medical insurance including provision for medical evacuation and removal of mortal remains or life insurance;
- Copy of passport and working visa for the Germany