**Global Green Growth Institute Internship Program**

**Application period for the program: till 2 FEB** **2024**

**Hiring manager: Romain Brillie, Head of Strategy Unit, ODG**

**Internship duration:** **FEB 2024 – APR 2024(09:00-18:00)**

The Global Green Growth Institute internship program (also called "Grow Green" Program) provides a unique learning opportunity for students and recent graduates from diverse academic backgrounds. The program is designed for talented and motivated individuals skilled in areas relevant to GGGI’s operations. The program allows selected candidates to gain insight into the work of the Institute and provides assistance and training in various professional fields in a multicultural environment. We encourage qualified women and men, in particular, nationals of developing countries, with diverse professional, academic, and cultural backgrounds to apply.

**Current Opportunity**

We are looking for a talented individual to work with us in the Strategy Unit / Office of Director-General. The assignment will include the followings but not limited to:

* Support the development of GGGI’s Work Program and Budget 2025-2026
* Provide support on coordinating, designing and preparing sessions for 2024 All Staff Meeting (March 2024) as well as provide logistical support
* Provide support on drafting communication messages, power point slides, word documents
* Provide support on coordination tasks where required, such as organizing meetings and providing summary after meetings
* Contribute to the learning and sharing activities of the Strategy Unit
* Perform other tasks assigned from time to time by GGGI

**Eligibility**

Applicants to the GGGI internship program must at the time of application meet the following requirements:

* Be enrolled in a Bachelor’s (final year), Master’s or PhD program prior to internship assignment, or a recent graduate within the last 12 months.
* Be engaged or recently engaged in academic study in a field directly related to the Institute’s work
* Possess an excellent command of English.

**Qualification**

* University degree in a relevant field, preferably in international development, environmental studies, economics, political science, etc.
* Relevant work experience in strategy development, sustainable growth, preferably in the field of international development and/or sustainability consulting/reporting.

**Selection Process**

* Applications submitted after the deadline will not be considered.
* GGGI evaluates applications based on: eligibility requirements, relevance of academic study and work experience (if any); and the level of interest and motivation to contribute to development work.
* Due to high volume of applications, only shortlisted candidates will be contacted.

**Important information:**

**Duration**: The internship program is for at least three months and up to six months. Once selected, interns must begin your internship either prior to or within 12 months of graduation.

**Travel**: Intern will arrange and finance their travel to the internship location.

**Confidentiality**: Interns must keep confidential any and all unpublished information obtained during the course of the internship and may not publish any documents based on such information.

**Academic Credit:** Interns may get academic credit from their institution of higher education for the internship. Interns need to check with their university to confirm their academic credit policy for internships.

**Working Hours**: interns are expected to work during normal working hours. Leave should be pre-approved by the Intern Manager, and the latter should inform the Office of HR accordingly.

**Learning Outcomes:** before completion of the internship, Intern Managers are expected to review the learning outcomes with the intern.

**Certificate**: provided upon successful completion of the internship, upon request.

**Global Green Growth Institute Internship Program**

**Application period for the program: till 2 February 2024**

**Hiring manager:** Changsun Jang, Lead in Transport and Sustainable Mobility

**Internship duration:** FEB 2024 – APR 2024 (9:00 – 18:00)

The Global Green Growth Institute internship program (also called "Grow Green" Program) provides a unique learning opportunity for students and recent graduates from diverse academic backgrounds. The program is designed for talented and motivated individuals skilled in areas relevant to GGGI’s operations. The program allows selected candidates to gain insight into the work of the Institute and provides assistance and training in various professional fields in a multicultural environment. We encourage qualified women and men, in particular, nationals of developing countries, with diverse professional, academic, and cultural backgrounds to apply.

**Current Opportunity**

We are looking for a talented individual to work with us in the Seoul Office/Investment and Policy Solutions Division to support the development of GGGI engagement activities in the transport sector and develop high-quality technical reports in collaboration with the Lead in Transport and Sustainable Mobility.

The assignment will include the followings but not limited to:

* Conduct research in the thematic priority areas that is determined jointly by the manager and the intern (e.g. sustainable mobility strategies);
* Compiling best practices, lessons learnt, experiences and stories on key thematic development areas (e.g. sustainable mobility strategies);
* Provide support to the GGGI Program cluster’s seminars, workshops, conferences, where applicable.

At the end of the internship, the following outputs will be expected:

* A research report in the thematic priority areas that is determined jointly by the manager and the intern.

**Eligibility**

Applicants to the GGGI internship program must at the time of application one of the following requirements:

* Be enrolled in a Bachelor’s (final year), Master’s or PhD program prior to internship assignment, or a recent graduate within the last 12 months.
* Be engaged or recently engaged in academic study in a field directly related to the Institute’s work
* Possess an excellent command of English.

**Qualification**

* Exceptional writing and editing skills.
* Experience working in a high-paced environment.
* Strong organizational skills that demonstrate a high level of accuracy and attention to detail.
* High level of proficiency in MS Office applications.
* Outstanding interpersonal and communication skills.
* Fluency in both spoken and written English is a requirement. Professional level of spoken and written French and/or Spanish would be an advantage.

**Selection Process**

* Applications submitted after the deadline will not be considered.
* GGGI evaluates applications based on: eligibility requirements, relevance of academic study and work experience (if any); and the level of interest and motivation to contribute to development work.
* Due to high volume of applications, only shortlisted candidates will be contacted.

**Important information:**

**Duration**: The internship program is for at least three months and up to six months. Once selected, interns must begin your internship either prior to or within 12 months of graduation.

**Travel**: Intern will arrange and finance their travel to the internship location.

**Confidentiality**: Interns must keep confidential any and all unpublished information obtained during the course of the internship and may not publish any documents based on such information.

**Academic Credit:** Interns may get academic credit from their institution of higher education for the internship. Interns need to check with their university to confirm their academic credit policy for internships.

**Working Hours**: interns are expected to work during normal working hours. Leave should be pre-approved by the Intern Manager, and the latter should inform the Office of HR accordingly.

**Learning Outcomes:** before completion of the internship, Intern Managers are expected to review the learning outcomes with the intern.

**Certificate**: provided upon successful completion of the internship, upon request.