

**Centre for Development and Environment of the University of Bern**  
**Myanmar Branch Office**  
**Internship Announcement**

Post Title	Intern
Duration	6 months
Number of Position	One
Monthly allowance	500,000 MMK per month
Starting Date	May 1, 2025
End Date	October 31, 2025
Duty Station	Yangon, Myanmar
Deadline for Application	March 26, 2025
Report to	Forests & NRM Manager

### ***Context and background***

CDE is an interdisciplinary research centre of the University of Bern, in Switzerland. Its overarching goal is to produce and share knowledge for sustainable development. CDE undertakes research to develop innovative concepts and solutions for the sustainable use of land and natural resources.

CDE Myanmar is currently looking for an intern to assist with tasks related to the Forest & NRM and Climate Change programs in Myanmar. This internship offers an opportunity to gain experience in program implementation.

### ***Objectives***

- Provide young professionals aspiring to work in the environment and climate change sector with hands-on experience at an organization focused on environmental issues.

### ***Term of Reference***

- Assist in the implementation of Forest & NRM and Climate Change program activities.
- Provide logistical and administrative support for program activities, meetings, and events.
- Gather, clean, and enter program-related data in databases, spreadsheets, or related systems to ensure quality and reliability.
- Contribute to report writing, documentation, and knowledge-sharing efforts.
- Perform other related tasks as assigned by supervisors.

### ***Qualifications & Requirements***

- Any graduate with demonstrated proficiency in Microsoft Office applications.
- Strong interest in environmental and climate-related issues.
- Good communication skills.
- Ability to work independently and collaboratively within a team.
- Proficiency in written and spoken English is beneficial.
- Relevant knowledge in GIS and remote sensing is an advantage.

### ***Basic Internship Rules***

- The intern is expected to work at the office five days a week, with exceptions for public holidays.
- Consistency in attendance on designated office days is required.
- Participation in the regular team meeting is mandatory for task updates and progress reporting.
- The intern must complete tasks assigned by supervisors.
- Sick and emergency leaves are permitted; however, the intern must inform the supervisor at least one day in advance.
- If field implementation is necessary, CDE Myanmar will cover transportation, accommodation and meal costs.
- Intern will have the opportunity to attend trainings and workshops conducted by CDE Myanmar and other partners.

### ***Application Submission***

Interested candidates (Myanmar National) should submit their application letter (Max 1 page) and recent CV, by email with the Subject: "Application for Internship" to Email: [info.mm@cde-regions.net](mailto:info.mm@cde-regions.net).

Please note that applications received after the closing date will not be given consideration for this cycle. Only shortlisted candidates will be contacted for an interview.