



## TERMS OF REFERENCE FOR Internship – Admin/Finance and ICT

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<b>POST TITLE:</b>	Admin/Finance and ICT Intern
<b>DUTY STATION:</b>	Regional Office for Eastern Europe and Central Asia, Istanbul, Turkey
<b>DURATION:</b>	6 months (Full-time, non-paid)
<b>STARTING DATE:</b>	As soon as possible

### **A. Organizational Location**

The Admin/Finance and ICT Intern position is located in the Regional Office and is part of the Operations Unit, which provides support in administrative, finance, and ICT related activities. Under the overall guidance of the International Operations Manager, Intern directly reports to Admin/Finance Associate G7. The Intern works in close collaboration with ICT Specialist and Administrative Assistant.

### **B. Job purpose**

Intern will provide support to the Operations Unit in the following areas:

- Administrative
- Finance
- ICT

### **C. Main Activities/Expected Results**

#### *Administrative:*

- Assist in the procurement process of establishing LTAs, including the preparation of solicitation documents for tenders etc.
- Assist in organizing of the effective filing/archiving system for operations related areas.
- Assist in the implementation of an effective asset management system.

#### *Finance:*

- Assist in successful implementation of travel tracking system.
- Assist in the implementation of mobile phones usage tracking system.

#### *ICT:*

- Assist ICT Specialist in the implementation of UNFPA's new document management system "iDocs".
- Assist ICT Specialist in creating electronic database of vital records for the purposes of BCP.
- Assist in the implementation of any other automation projects for routine workflows.

*Carries out any other duties as may be required to assure the success of the team.*

### **D. Qualifications & Experience**

The following qualifications are required for consideration:

- Active enrollment in or completion of a University or similar educational programme in Business Administration, Finance, Economics, Accounting, Public Administration, Information Technology, or related fields.
- Interest in the field of development;
- Written and spoken proficiency in English; fluency in one of the other official languages of the United Nations is an asset;

- Ability to adapt to new environments and to establish and maintain good working relations with individuals of different cultural backgrounds;
- Good analytical skills (including the ability to succinctly summarize findings in written briefs, reports, etc);
- Exceptional organizational skills;
- Excellent collaborative and team working capability;
- People focused: high level of concern and interest in delivering excellent customer service to internal clients;
- Demonstrate the ability to build and sustain effective working relationships with staff at all levels in the organization;
- Integrity: exercising the appropriate discretion when working with confidential and sensitive matters and information;
- Ability to manage multiple projects in a fast-paced, deadline-driven environment.

#### **E. Competencies**

- Values: Integrity, commitment, embracing diversity, embracing change
- Core Competencies: Achieving results, accountability, developing professional expertise, analytical thinking, working in teams, communicating for impact
- Required Skillset: Providing logistical support, managing data, managing documents, correspondence and reports, managing information and work flow, planning, organizing and multitasking; generating managing and promoting the use of knowledge and information.

#### **F. Internship Learning Outcomes and Objectives**

The internship is intended to provide an opportunity to the position holder to get exposed to international development work, through UNFPA supported programmes. The purpose of the internship is to complement studies and career development.

Interns can bring new, refreshing ideas/thoughts to the organization. Moreover, they can contribute by keeping the organization self-reflective and critical of its own performances. Therefore, UNFPA EECARO will also benefit from the wide variety of academic knowledge, professional experience and personal creativity of the intern. The granting of internship does not entail in any way the right to an extension thereof nor to employment within UNFPA.

Upon completion of the internship the Intern should have gained:

- Demonstrating understanding of the UN system and internal policies and procedures of UNFPA;
- Understanding of the UNFPA mandate and policies;
- Competences in writing and formulating UN project related documents;
- The ability to work as a team member in a multicultural setting;

#### **I. Financial Aspects**

Interns do not receive a salary or any other form of remuneration from UNFPA. The costs associated with an intern's participation in the programme must be assumed either by the nominating institution, which may provide the required financial assistance to its students, or by the students themselves, who will have to meet living expenses as well as make their own arrangements for accommodation, travel and other requirements. In addition, applicants must have medical insurance for the duration of the internship. Proof of insurance will need to be submitted before the internship begins.

#### **II. Status of Intern:**

Interns are not staff members of UNFPA. The intern does not enjoy the privileges and immunities accorded to the United Nations and its officials.

**III. Passports, visas, travel during the internship:**

- The intern is responsible for obtaining a passport and all necessary visas. UNFPA will only issue a letter stating acceptance of an individual as an intern and the conditions governing the internship.
- The intern may not undertake travel on UNFPA official business during the internship period.

**IV. Employment Prospects:**

- The UNFPA internship is not connected with employment and does not give rise to any expectancy of future employment.
- Interns with UNFPA shall not be eligible for recruitment as a staff member within a 3 month period following the conclusion of their internship.

**V. Attendance:**

- The internship is normally performed on a full-time basis; the intern is expected to work during normal working hours<sup>1</sup>.
- The intern shall provide written notice in case of illness or other unavoidable circumstances which might prevent him/her from fulfilling his/her obligations.

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<sup>1</sup> Note: flexible working hours will be provided by a supervisor to the intern to attend classes and complete educational assignments during the Internship.