



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

TERMS OF REFERENCE UNDER INTERNSHIP AGREEMENT

Title:	Intern (2 positions)
Main Duty Station and Location:	UNIDO, HQ (Vienna, Austria)
Start of Contract (EOD):	2 nd half of the year
End of Contract (COB):	TBD

ORGANIZATIONAL CONTEXT

The United Nations Industrial Development Organization (UNIDO) is the specialized agency of the United Nations that promotes industrial development for poverty reduction, inclusive globalization and environmental sustainability. The mission of UNIDO, as described in the [Lima Declaration](#) adopted at the fifteenth session of the UNIDO General Conference in 2013, is to promote and accelerate [inclusive and sustainable industrial development](#) (ISID) in Member States. The relevance of ISID as an integrated approach to all three pillars of sustainable development is recognized by the 2030 Agenda for Sustainable Development and the related Sustainable Development Goals (SDGs), which will frame United Nations and country efforts towards sustainable development. [UNIDO's mandate is fully recognized in SDG-9](#), which calls to "Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation". The relevance of ISID, however, applies in greater or lesser extent to all SDGs. Accordingly, the Organization's programmatic focus is structured in four strategic priorities: [Creating shared prosperity](#); [Advancing economic competitiveness](#); [Safeguarding the environment](#); and [Strengthening knowledge and institutions](#).

Each of these programmatic fields of activity contains a number of individual programmes, which are implemented in a holistic manner to achieve effective outcomes and impacts through UNIDO's four enabling functions: (i) technical cooperation; (ii) analytical and research functions and policy advisory services; (iii) normative functions and standards and quality-related activities; and (iv) convening and partnerships for knowledge transfer, networking and industrial cooperation. Such core functions are carried out in Departments/Offices in its Headquarters, Regional Offices and Hubs and Country Offices.

The Intern shall work under the direct supervision of an officer designated by the Director of the following Department.

Departmental Context

The Department of Finance (CMO/FIN) enables the Organization to achieve its business and strategic goals through the provision of financial services, including financial control functions at UNIDO Headquarters and in the Field. Aiming to ensure and maintain the financial integrity of the Organization, the Department develops, maintains and operates policies, systems and tools to facilitate the effective management of the financial resources at the disposal of the Organization. The services provided include budgeting, financial control, financial planning, management of both budgetary and extra-budgetary financial resources; cash management and treasury operations; determination, management and reporting of assessed contributions; receipts and disbursements of

funds, including payroll operation for Headquarters and Field staff; financial management of technical cooperation services; and accounting and reporting for both budgetary and extrabudgetary activities of the Organization. It reviews and implements improvements to the ERP processes to improve efficiency and internal operations. In addition, the Department acts as the focal point for interaction with the external auditors and operates the audit support system. It also liaises with Member States, policymaking organs and other strategic partners on financial matters.

This internship position is located under the Financial Management of Technical Cooperation Division (CMO/FIN/FMT), which provides financial management, monitoring, control and reporting of all technical cooperation programmes and activities financed from regular budget and extra-budgetary resources.

The duration of an internship at UNIDO is between three to six months, is UNPAID and full-time. Interns work under the supervision of a staff member, in the department or office that they are assigned to. Interns shall cover all costs associated with their internship, including visas, travel to and from the duty station, insurance, transportation, accommodation and living expenses.

GENERIC DUTIES AND RESPONSIBILITIES

The Intern shall be engaged as follows:

- a. Exposed to the regular core functions of the Division and as such shall have the opportunity to observe the day-to-day operations and engage in on-the-job training in specific actions delegated by the Supervisor.
- b. Engaged in a specific self-contained assignment described below:
 - Maintaining information in the grants management module of the ERP system;
 - Follow-up with project management teams on budget revisions and the closure of grants including unliquidated obligations, open items, assets transfer etc in line with donor agreements.
 - Developing and testing new IT tools such as RPA, blockchain as part of the Finance Innovation Team (FIT) efforts in close cooperation with the Finance system administrator to transform key processes and introduce efficiency gains in CMO/FIN.
- c. Prepare an end-of-internship report; to be submitted to and cleared by UNIDO Internship Coordination.
- d. Other Special emerging Projects that may enhance the learning experience of the Intern.

MINIMUM ORGANIZATIONAL REQUIREMENTS

Age: Minimum 21 years and maximum 35 years on the first day of the internship.

Education: Enrolled in a university degree programme; or begin the internship within one year of completing a university degree; or completed a university degree and be sponsored as part of an academic or development programme.

Field of specialization: Finance or IT especially new technologies such as RPA, AI, blockchain, Big Data etc.

Languages: Fluency in written and spoken English is required. Knowledge of another official United Nations language (Arabic, Chinese, French, Russian and Spanish) is an asset.

Other skills: Experience with SAP and frontier technologies, is desirable.

CORE COMPETENCIES

Core values:

WE LIVE AND ACT WITH INTEGRITY: work honestly, openly and impartially.

WE SHOW PROFESSIONALISM: work hard and competently in a committed and responsible manner.

WE RESPECT DIVERSITY: work together effectively, respectfully and inclusively, regardless of our differences in culture and perspective.

Key competencies:

WE FOCUS ON PEOPLE: cooperate to fully reach our potential –and this is true for our colleagues as well as our clients. Emotional intelligence and receptiveness are vital parts of our UNIDO identity.

WE FOCUS ON RESULTS AND RESPONSIBILITIES: focus on planning, organizing and managing our work effectively and efficiently. We are responsible and accountable for achieving our results and meeting our performance standards. This accountability does not end with our colleagues and supervisors, but we also owe it to those we serve and who have trusted us to contribute to a better, safer and healthier world.

WE COMMUNICATE AND EARN TRUST: communicate effectively with one another and build an environment of trust where we can all excel in our work.

WE THINK OUTSIDE THE BOX AND INNOVATE: to stay relevant, we continuously improve, support innovation, share our knowledge and skills, and learn from one another.

LEARNING ELEMENTS

- Become acquainted with the most up-to-date technical, economic and industrial developments in the relevant field of specialization of the Division. Furthermore, he/she is expected to deepen his/her knowledge in the fields of new product/services and process design.
- Gain experience in project design/management.
- On the job training: participation in every phase of the working process.
- Gain experience in working effectively in a diverse and multi-cultural environment.