



# UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

## JOB PROFILE

<b>FUNCTIONAL TITLE:</b>	INTERN
<b>ORGANIZATIONAL UNIT:</b>	UNIDO INDONESIA Jakarta

### Organizational Context

UNIDO is the specialized agency of the United Nations that promotes industrial development for poverty reduction, inclusive globalization and environmental sustainability. Its mission is to promote and accelerate inclusive and sustainable industrial development (ISID) in developing countries and economies in transition. The relevance of ISID as an integrated approach to all three pillars of sustainable development is recognized by the recently adopted 2030 Agenda for Sustainable Development and the related Sustainable Development Goals (SDGs), which will frame United Nations and country efforts towards sustainable development in the next fifteen years. UNIDO's mandate in SDG-9, calls for the need to "Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation". Accordingly, the Organization's programmatic focus is structured in three thematic priorities: \* Creating shared prosperity \* Advancing economic competitiveness \* Safeguarding the environment.

UNIDO delivers its services through the following four complementary and mutually supportive core functions: (a) technical cooperation activities; (b) analytical and policy advisory services; (c) standard-setting and compliance and (d) convening and partnership role.

UNIDO Country Programme (PTC/FLD/ASP/INS) is trusted to develop and monitor UNIDO-Indonesia Country Programme (CP) 2015-2020. UNIDO-Indonesia Country Programme (CP) 2015-2020 is a portfolio of UNIDO projects and interventions in Indonesia covering the identified duration. Indonesia CP serves to present UNIDO chapter in the Indonesian UNDAF (UNPDF). Well organized work is needed by UNIDO-FO in Jakarta to provide necessary inputs whenever required. This will include participation in related thematic working groups, provide UNIDO inputs to be included in UNDAF (UNPDF) documents and secure UNIDO presence in the whole process.

### GENERIC DUTIES AND RESPONSIBILITIES

The intern shall be engaged as follows:

Under the overall guidance and the direct supervision of UNIDO Representative in Indonesia, the intern will perform the following tasks, on behalf of the UR:

Tasks	Expected Results
1. To liaise with all stakeholders, development partners for their contribution on the UNIDO Energy project activities	To comprehend general knowledge on UNIDO projects implemented in Indonesia
2. To assist UR on activities to publicize the Project and its training programmes	
3. To assist UR in the organization and delivery of seminars and workshops aimed to raise awareness about the Project and disseminate UNIDO related best practices	
4. To work closely with UNIDO national experts who are	

involved in energy development projects in Indonesia.	
5. To follow up on the effective national implementation of projects and ensure adherence to the approved work plan	
6. To coordinate with relevant institutions and regulatory agencies in BAT/BEP policy development or enhancement	
7. To assist UR with activities on knowledge transfer	
8. To assure the requisite level on and off site training for all personnel related to the project	
9. To assist UR to organize meetings of the Project Steering Committee (PSC) and prepare reports of the meeting for distribution to all stakeholders	
10. To provide inputs to and assist the national experts in the development and implementation of projects in Indonesia	To comprehend general knowledge on UNIDO projects implemented in Indonesia
11. To promote UNIDO image to GEF and other stakeholders	

**VALUES TO EMULATE:**

*Core values: Integrity, Professionalism, Respect for diversity*

**CORE COMPETENCIES TO LEARN ON THE JOB:**

*Core competencies: Results orientation and accountability, Planning and organizing, Communication and trust, Team orientation, Client orientation, Organizational development and innovation.*

**LEARNING ELEMENTS:**

- To gain information on environmental issues, as well as UNIDO's programme in Indonesia.