



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

JOB PROFILE

Functional Title:	INTERN (Coordination)
Main Duty Station and Location:	Nairobi, Kenya
Start of Contract (EOD):	September 2018
End of Contract (COB):	February 2019
Duration:	6 months

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.

DEPARTMENTAL CONTEXT

The position is based in Nairobi at the UNIDO Country Office (CO) for Kenya, headed by the UNIDO Representative (UR). The CO covers the UNIDO Programmes in Kenya and is responsible for all UNIDO representation in the Country. The CO works mainly to promote the UNIDO as an effective partner for development, and for this purpose maintain close contact with all stakeholders at the country and regional levels as appropriate, including government institutions and international entities. The Field Office is further responsible for identifying national development and donor funding priorities in the Country and to support the formulation and monitoring of technical cooperation projects and programmes, in collaboration with the relevant technical Departments and other appropriate organizational units. The field offices are also responsible for coordinating and reporting on UNIDO activities in their countries of coverage, and providing inputs into the development of regional strategies and policies.

The internship is for **six** months starting September 2018, is UNPAID and full-time. Interns work five days per week (35 hours) under the supervision of a staff member in the department or office to which they are assigned.

GENERIC DUTIES AND RESPONSIBILITIES

The intern shall be engaged as follows:

- a. Exposed to the regular core functions of the Country Office and as such shall have the opportunity to observe the day to day operations and engage in on-the-job training in specific actions.
- b. Engage in a specific-contained assignment described below:
 1. Contribute to the preparation of various written outputs, e.g. reports, draft background papers, analytical notes, sections of reports and inputs to periodic progress reports, etc;
 2. Support in the development, planning, implementation and monitoring of the UN Development Assistance Framework (UNDAF) 2018-2022; identify key issues including challenges that require immediate support and advice.
 3. Assist with designing and preparing various briefs, reports and presentations on UNDAF;
 4. Assist with the organization of meetings, workshops, seminars, and other similar activities, supporting with the preparation of agendas, co-drafting background materials, meeting reports, assist with ad-hoc meetings and prepare meeting minutes if required.
 5. Perform duties relevant to the implementation and promotion of the UNDAF and the forthcoming UNIDO Country Programme for Kenya .
 6. Handle e-mails and other inquiries where applicable and assist in administrative duties as required.
 7. Prepare an end of internship report that should be submitted to and cleared by UNIDO
- c. Other Special emerging Projects that may enhance the learning experience of the Intern.

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 Organising. Communication and Trust. Team Orientation. Client Orientation. Organizational Development and Innovation.*

MINIMUM REQUIREMENTS

Age: between 21 and 35 years;

Education: enrolled in a university degree programme (Bachelors, Masters, PhD); or begins the internship within a year of completing a Master's degree; or has a Bachelor's degree and is sponsored as a part of an academic or development programme. Field of specialization: Economics, business administration or a field relevant to UNIDO's mandate and service areas.

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

Other skills: Be computer literate in standard software applications.

LEARNING ELEMENTS

- Become acquainted with the most up-to-date technical, economic and industrial developments in the relevant field of specialization of the Department. 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 and field mission.
- Gain experience in working effectively in a diverse and multi-cultural environment