



## TERMS OF REFERENCE

### UN City Business Administrative Intern

#### UNDP / Common Services (CS) – Copenhagen

<b>Duty Station:</b> Copenhagen, Denmark	<b>Application Deadline:</b> 23 <sup>rd</sup> September 2018	<b>Contract Type:</b> Unpaid, Full time
<b>Starting Date:</b> 29 <sup>th</sup> January 2019	<b>Duration:</b> 6 Months	<b>Candidate Profile:</b> International Business, administration

#### Background Information:

The UN City Common Services Unit provides operational support services to the UN agencies residing in the UN City premises, Marmorvej 51, 2100 Copenhagen, Denmark.

Under the guidance of the Common Services Manager and the direct supervision of the Admin Specialist, the intern will assist with various administrative tasks, provide daily support to the unit in different areas and provide client-oriented services.

As a member of the CS team, the intern will benefit from:

- In- house Training opportunities;
- Learning the structure, mechanisms, policies and practice areas of the UN;
- Accessing UN(DP) online learning tools;
- Strengthening his/her effective client orientation/customer care skills;
- Cooperating with people from different ethnical and cultural backgrounds.



## Your Responsibilities and assignments:

The intern will work within the Common Services Unit and contribute to the following tasks:

- Assists in the implementation of the UN Business Operations Strategy for Copenhagen, in particularly focusing on procurement and contracts with suppliers.
- Contribute to improving client responsiveness through e.g. surveys, follow up on client demands.
- Initiate and develop knowledge and communication products and resource e.g. develop guidelines, capture best practices, flyers.
- Update UN City Intranet pages related to the Common Services Unit and act as a focal point
- Organise, attend and take minutes of meetings.
- Provide support to any ad hoc activities related to Common Services

## Competencies and Attributes of Best Candidate:

### Core Competencies:

- Demonstrate commitment to UNDP's mission, vision and values;
- Display cultural, gender, religion, race, nationality and age sensitivity and adaptability.

### Functional Competencies:

- Focus on result for the client and respond positively to feedback;
- Consistently approach work with energy and a positive, constructive attitude;
- Remain calm, in control and good humoured even under pressure.
- Good in organizing and structuring various tasks and responsibilities;
- Communicates effectively when working in teams and independently;
- Interest and motivation in working in an international organization;
- Outgoing and initiative-taking person with a goal oriented mind-set;



### Skills:

- Demonstrate self-management skills, including functioning effectively high work volume environment;
- Work with databases and reports.

### Pre-requisite for candidate (to be shown in CV):

- You must meet one of the following requirements:
  - You are currently in the final year of your Bachelor's degree; or
  - you are currently enrolled in a Master's degree; or
  - you have graduated no longer than 1 year ago from a master's degree or equivalent studies in the field of international business, finance, administration, development, social sciences or equivalent;
- Fluent in written and spoken English. Knowledge in Danish is an advantage;
- Knowledge and a proficient user of Microsoft Office productivity tools;

### Conditions:

- UNDP internship programme does not provide a salary or remuneration for the internship; however, you will gain valuable insight into UNDP and a global network;
- All the expenses connected with the internship will be borne by the intern, sponsoring Government or institution;
- UNDP accepts no responsibility for costs arising from accidents and/or illness or death incurred during the internship;
- The intern is responsible for obtaining necessary visas and arranging travel to and from the duty station where the internship will be performed;
- Interns are not eligible to apply for, or be appointed to, any post in UNDP during the period of the internship;
- The intern must provide proof of enrolment in health insurance plan;



- Interns are not staff members and may not represent UNDP in any official capacity;
- You are expected to work full time but flexibility is allowed for your education programme;
- Eligibility for residency and undertaking internship in Denmark;
- The intern will have to obtain financing for subsistence and make his/her own arrangements for internship, travel, VISA, accommodation etc.

### How to Apply?

Interested applicants should submit their letter of motivation and CV, including university certificate enrolment to [nino.berishvili@one.un.org](mailto:nino.berishvili@one.un.org) indicating “CS Admin Internship”, by the deadline **23<sup>rd</sup> September 2018**.

**Please note that only shortlisted candidates will be contacted and called for interview following the deadline. If you have any questions, please write an email to [nino.berishvili@one.un.org](mailto:nino.berishvili@one.un.org)**