Terms of Reference for ICT Green Energy Internship with the United Nations Development Programme

Location: **Copenhagen, Denmark**	**Application Deadline:** **24th March 2019, midnight (CET)**	**Terms:** **Unpaid, Full time**
Starting Date: **1st July 2019**	**Duration:** **6 months**	**Candidate Profile:** **Renewable Energy, Electrical Engineer**

Do you want to be a part of an exciting, multicultural and fun environment, within a truly global organization, and at the same time contribute for the world to become a better place?

The ICT Green Energy internship can provide you with the opportunity to do so! ***Join our efforts in implementing the Sustainable Development Goals***

Who are we and what can you gain?

The United Nations Development Programme (UNDP) Office of Information Management and Technology (OIMT) in Copenhagen is responsible for supporting UNDP Country Offices around the world with ICT and Green Energy solutions. Our vision is to develop smart UN facilities which are: *Optimal and efficient in management and Sustainable*, implemented to build **modern age UNDP facilities** around the globe that are fully aligned with Sustainable Development Goals (SDGs). Our Unit offers a stimulating and versatile internship in an international environment with contact to various partners from some 166 countries with UNDP presence. We are a team who work in a dynamic and informal atmosphere, and we expect our interns to become vital members of the team.

As an intern, you will be given tasks and opportunities that have a direct global impact on the development efforts of the international community. The UNDP/OIMT Green Energy internship programme enhances the academic life experience of passionate students as interns and empowers them to become socially responsible, innovative, and environmentally conscious leaders of tomorrow. We bridge the gap between textbook learning and real-time industry experience by taking interns behind the scenes of the world's leading clean energy and sustainability initiatives, while learning to take into consideration the local context.

Being a part of our dynamic unit, you will also gain worldwide connections with other top-talented interns and UN staff from other agencies; our office is located at the UN City in Copenhagen, giving you the opportunity to interact with people outside the UNDP OIMT unit.

Your Responsibilities:

1. Promote and implement green energy solutions to UNDP country offices worldwide, establishing *Smart UN facilities*;
2. Develop the green energy and solar solutions over its lifetime, including: handling of requests and data collection, assessments of solar potential, system design, business cases, procurement process and project management;
3. Taking initiative in assisting UNDP country offices at each stage of our *Seven Step Solar Solution* process to design, procure and install solar system worldwide;
4. Engaging with solar/green energy companies and do market research to develop sustainable and innovative green energy solutions;
5. Facilitate procurement and installation of Power Consumption Monitoring and Measuring (PCMM) units in country offices worldwide;
6. Facilitate and provide technical evaluation during the procurement and installation of Solar Systems in country offices worldwide;
7. Liaison with service providers to facilitate procurement and site survey at UNDP Country Offices;
8. Providing guidelines on energy efficient solutions to country offices;
9. Promoting green energy solutions through revamping intranet page, preparing pamphlets, procedures and Information Notes;
10. Chairing and participate in global conference call with country offices around the world;
11. Develop quality focused procedures, instructions and templates from best practice and disseminate through a Practice Community;
12. Supporting colleagues in administrative assignments and other ad hoc duties.

Applying your Skills Beyond Green Energy:

1. Developing of Knowledge Management (KM) platform;
2. Promote the OIMT's overall ICT strategic framework and work plan pertaining to the minimum ICT standards, infrastructure, and connectivity dimensions;
3. Work with Microsoft SharePoint applications, design intranet pages to share information with Country Offices;
4. OIMT Copenhagen unit is ISO 9001:2015 certified, thus all works shall be compliant with the international standard with focus on high quality, continuous improvements and customer satisfaction.

Technical skills of best Candidate:

1. Technical knowledge of the main renewable energy technologies;
2. Experience in designing Hybrid PV systems is an advantage;
3. Electrical/Energy engineering knowledge is an advantage;
4. Work with gathering, consolidating and analysing data from databases and reports;
5. Knowledge of MATLAB, Python and HOMER is an advantage;
6. Knowledge of Microsoft Office products;
7. Knowledge of software tools for hybrid renewable energy systems;
8. Knowledge of web standards and graphic design knowledge is an advantage.

Competencies and Attitudes of Best Candidate:

1. Has interest and understanding of green energy, sustainable development oriented areas of work;
2. Interest in developing sustainable solutions for country offices, focusing on green renewable energy;
3. Interest and motivation in working in an international organization;
4. Good analytical skills in gathering and consolidating data and research for practical implementation;
5. Outgoing and initiative-taking person with a goal oriented mind-set;
6. Communicates effectively when working in teams and independently;
7. Good in organizing and structuring various tasks and responsibilities;
8. Fluent in written and spoken English. Knowledge of other UN languages is an advantage;
9. Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
10. Responds positively to feedback and differing points of view;
11. Consistently approaches work with energy and a positive, constructive attitude.

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

1. You must meet **<u>one</u>** of the following requirements:
   - ***a.*** *You are **currently in the final year of your Bachelor's degree;** or*
   - ***b.*** *You are **currently enrolled in a Master's degree**; or*
   - ***c.*** *You have **graduated no longer than 1 year ago from a master's degree or equivalent studies** in the field of green energy engineering, , renewable energy, electrical engineering or equivalent.*
2. Fluent in written and spoken English. Knowledge of other UN languages is an advantage;
3. Knowledge and a proficient user of Microsoft Office productivity tools;

Conditions

1. 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;
2. All the expenses connected with the internship will be borne by the intern, sponsoring Government or institution;
3. UNDP accepts no responsibility for costs arising from accidents and/or illness or death incurred during the internship;
4. The intern is responsible for obtaining necessary visas and arranging travel to and from the duty station where the internship will be performed;
5. Interns are not eligible to apply for, or be appointed to, any post in UNDP during the period of the internship;
6. The intern must provide proof of enrolment in health insurance plan;
7. Interns are not staff members and may not represent UNDP in any official capacity;
8. You are expected to work full time but flexibility is allowed for your education programme;
9. Eligibility for residency and undertaking internship in Denmark;
10. The intern will have to obtain financing for subsistence and make his/her own arrangements for internship, travel, VISA, accommodation etc.

How to Apply

Do not miss out on this opportunity to be a part of this international team and apply through the UNDP Jobs platform[1], by the deadline 24th March 2019, midnight (CET).

Please note that only shortlisted candidates will be contacted and called for interview following the deadline. If you have any questions, please write to us via email address oimt.interns@undp.org

[1]https://jobs.undp.org/cj_view_job.cfm?cur_job_id=83760