



Terms of Reference for Software Developer Internship for Green Energy Projects support with the United Nations Development Programme

Location: Copenhagen, Denmark/Home-based	Application Deadline: 21st April 2021, midnight (CET)	Terms: Paid, Full time
Starting Date: July 2021	Duration: 6 months	Candidate Profile: Software Engineer, Computer Science

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 Software Engineering internship can provide you with the opportunity to do so! **Join our efforts in implementing the [Sustainable Development Goals](#)***



Background

The United Nations Development Programme (UNDP) Office of Information and Technology Management (ITM) in Copenhagen is responsible for supporting UNDP Country Offices around the world with ICT and Green Energy solutions. 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/ITM Software Developer Internship for Green Energy Projects 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. Furthermore, during the internship you will have the opportunity to obtain an official certification in project management in controlled environment. 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 ITM unit.

Duties & Responsibilities

- Support online collaboration tools and business process automation solutions for UNDP Country Offices within the collaboration platform (Microsoft SharePoint and Office 365);
- Assist on the development of applications using PowerApps for business processes to replace manual and paper-based processes with new and evolving cloud-based functions. Assist in building applications that employ PowerApps and Flow for mobile-enabled data entry, approvals, and reporting, as may be required;
- Provide support in expanding and refining existing tools used in the implementation of Green Energy Projects;
- Support the gathering, consolidating, and analysis of data for project-tracking, and data visualization using Excel, Power BI, and other business intelligence tools. Contribute with innovative perspectives to improve on online reports and dashboards for both internal and external use;
- Assist on enhancing user interfaces of already existing apps based on UI/UX best practices and user acceptance testing. Support and continuously innovate (kaizen) the Green Energy procedures, instructions and templates from best practice and then disseminate them through the user community liaising with the communications team;
- Assist on elaborating and cleaning of data gathered via IoT devices installed in UNDP COs using Data Science principles;
- Participate in translation of user requirements into UML Diagrams. Support the development of quality software practicing international coding standards;
- Assist on researching alternative tools for enhancing internal communications and tracking, such as chatbots in MS Teams, decision-making assistance tools through various Office 365 tools (Flow, Forms, PowerApps, etc.), and information design (data visualization);
- Creatively support the development of new projects for innovative collaboration and business process automation systems and tools to be disseminated to UNDP offices as best practice for improvement of operations and business efforts;
- Promote the ITM's overall ICT strategic framework and work plan pertaining to the minimum ICT standards, infrastructure, and connectivity dimensions. The ITM unit is ISO 9001:2015 certified, our work is focused on high quality, continuous improvements, and customer satisfaction.

Competencies

- Technological awareness: Has interest and understanding of renewable energy engineering, sustainable development-oriented areas of work;
- Innovation: Has interest in developing sustainable solutions for UNDP, focusing on green energy and energy efficiency. Promote a client service-oriented culture within the unit, connecting the new upcoming UNDP Digital Workspace strategy with current theories and practices in Design Thinking, Service Design, and Customer Experience;
- Problem solving: Has good analytical skills in gathering and consolidating data for practical implementation;
- Teamwork - Communicates effectively when working in teams and independently;
- Communication: Communicates effectively when working in teams and has a proactive attitude with a goal-oriented mind-set;
- Planning and Organization - Good in organizing and structuring various tasks and responsibilities;

- Collaboration: Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability. Has interest and motivation in working in an international organization;
- Commitment to continue learning: Consistently approaches work with energy and a positive, constructive attitude. Responds positively to feedback and differing points of view;
- Delivery: Is a self-starter and initiative-taking person with a goal-oriented mind-set; good in organizing and structuring various tasks and responsibilities, effective when working in teams and independently. Promote the ITM's overall ICT strategic framework and work plan pertaining to the minimum ICT standards, infrastructure, and connectivity dimensions. The OIMT unit is ISO 9001:2015 certified, our work is focused on high quality, continuous improvements, and customer satisfaction.

Required Skills & Experience

- 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 equivalent; or
 - You have graduated no longer than 1 year ago from a master's degree or equivalent studies in the field of IT Technician/Software Developer, Computer Science, Electrical Engineering;
- Experience or Knowledge in the field of IT Technician/Software Developer, Computer Science, Electrical Engineering is required;
- Good knowledge of Microsoft cloud technologies (Office 365, SharePoint Online, Azure) and back office platform (SharePoint, SQL) and frameworks (.NET, PowerShell, etc.) is an advantage;
- Good knowledge of web-based development with one or more of the following platforms: PHP, JavaScript, or .NET. Also, has experience working with state-of-the art frameworks extending those platforms, such as jQuery, NodeJS, etc is an advantage;
- Knowledge and a proficient user of Microsoft Office productivity tools is an advantage;
- Knowledge or experience with specific Office 365 tools (or their consumer equivalents) such as Planner (Trello), Teams (Slack), Yammer (Workplace by Facebook), OneDrive (DropBox, Google Drive), Power BI (Tableau), etc. is a distinct advantage;
- Knowledge and understanding of DevOps and Continuous Integration is an advantage;
- Good knowledge of Data Science principles and hands on experience with scripting language such as Python is an advantage;
- Experience with relational databases (schemas, design) and XML is highly desirable;
- Experience and ability in using business intelligence tools, for example: gathering, consolidating and analysing data from databases and reports, manipulating data in Excel (Pivot Tables and queries), Power BI, etc is an advantage;
- Experience and knowledge in "app" development with InfoPath forms and Nintex Workflows is an advantage;
- Experience with web analytics tools (Google Analytics, Webtrends, Matomo, etc.) is an advantage;
- Knowledge of HTML5, CSS, graphic design and web standards/best practices is an advantage;
- Knowledge of Nintex Workflows, PowerShell, .NET platform, and/or C# programming is an advantage;
- Knowledge and understanding of main Renewable technologies and relative relevant parameters are an advantage;
- Interest in developing sustainable ICT solutions, focusing on modern ICT innovations that enhances collaboration within UNDP and with its partners is an advantage;

- Ability to translate IT technology to business users and to non-technical language is an advantage;
- Interest and understanding of customer-oriented service delivery, with focus on innovative enterprise ICT solutions, IoT solutions, collaboration and customer experience is an advantage;
- Understanding of data management, including real-time/streaming data, data warehousing and data cleansing is an advantage;
- Fluent in written and spoken English. Knowledge of other UN languages is an advantage.

Conditions

- In accordance with the UNDP Internship policy, UNDP interns are eligible to receive a monthly stipend, with the rate that varies depending on the duty location. The stipend will be paid monthly, and part-time internship arrangements are prorated accordingly.
- Where an intern is financially supported by an institution, government or third party, UNDP will, subject to the rules of such institution, government or a third party, pay the intern the difference, if any, between the external financial support provided and the applicable UNDP stipend.
- Except for the stipend, all other expenses connected with the internship will be borne by the intern, sponsoring government or institutions.
- Interns are not considered staff members and may not represent UNDP in any official capacity;
- Interns are responsible for securing adequate medical insurance for the duration of their internship with UNDP and must provide a medical certificate of good health prior to starting the internship. UNDP will not reimburse the medical insurance of the intern. Any costs arising from accidents and illness incurred during an internship assignment will be the responsibility of the intern.
- The purpose of the Internship Programme is not to lead to further employment with UNDP, but to complement an intern's studies. Therefore, there should be no expectation of employment at the end of an internship.
- 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 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](#) ¹by the **21st April 2021, midnight (CET)**.

Please be aware that applications will be revised on a rolling basis, thus we strongly encourage candidates to apply as soon as possible. Only shortlisted will be contacted and called for an interview. If you have any questions, please write to us via email address itm.service.delivery@undp.org

¹ https://jobs.undp.org/cj_view_job.cfm?cur_job_id=94040