**Externally funded internship/FELLOWSHIP**

**TERMS oF reference**

**I. Identification of the post**

Title: Management Data Analysis Intern

Sector of assignment: Management

Organizational unit: BMS/BPC/Performance Division

Country and Duty Station: USA, NY

Expected duration: 6-9 months

Expected starting date: (ASAP)

Supervisor’s name: Eugene Pak

Supervisor’s title: Chief, Performance Division,

**II. CORPORATE BACKGROUND:**

UNDP works in about 170 countries and territories, helping to eradicate poverty, reduce inequalities and exclusion, and build resilience so countries can sustain progress. As the UN’s development agency, UNDP plays a critical role in helping countries achieve the Sustainable Development Goals.

**III. RECEIVING OFFICE BACKGROUND:**

The Performance Division is an internal management consulting facility within UNDP that supports Country Offices, HQ units, and sister UN Funds and Programmes to improve organizational efficiency and effectiveness in line with UNDP’s Strategic Plan. The Performance Division is a demand-driven, process consulting team that collaborates with subject matter experts from across the organization. At the request of clients, the Performance Division engages in finding solutions in a participatory manner to overcome difficult organizational challenges. The team contributes to the advancement of UNDP’s organizational efficiency and effectiveness by bringing industry-standard knowledge, advisory and process consultation services, business analytics, and contributions to UNDP’s management practice.

**III. DUTIES:**

The Fellow will assist in the following duties and responsibilities:

|  |  |  |
| --- | --- | --- |
| **No** | **Duties and responsibilities** | **% of time** |
| 1 | **Undertake business and data analysis to support delivery of consulting engagements**   * Undertake research, data collection and analysis in support of consulting engagements. * Support consulting engagements in the preparation of presentations and engagement deliverables. | **40%** |
| 2 | **Undertake research and support the development of analytical tools**   * Support the development of methodologies and analytical tools in support of consulting engagements. * Undertake research, data collection and analysis on organizational efficiency and effectiveness and contribute to the team’s knowledge base and toolkits. | **30%** |
| 3 | **Support internal coordination and contribute to knowledge management:**   * Support the facilitation of learning and reflection processes related to consulting engagements. * Undertake development of templates and standard operating procedures. * Support internal coordination and communication efforts. * Undertake any other tasks as assigned to support the work of the team. | **30%** |

**IV. REQUIREMENTS AND QUALIFICATIONS**

**Education:**

Candidates must meet one of the following educational requirements:

* currently in the final year of a Bachelor’s degree; or
* currently enrolled in a postgraduate programme (such as a Master’s programme or higher); or
* have graduated no longer than 1 year ago from a university degree or equivalent studies.

Field of study: **Business Administration, Public Administration, Statistics, Data Science, Computer engineering** or equivalent.

**IT Skills:**

* Knowledge and experience in preparing datasets for analysis and presentation required;
* Knowledge and experience in undertaking statistical analysis or data analysis required;
* Knowledge and experience using Microsoft Office tools (Word, Excel, Powerpoint) required;
* Knowledge and experience in business intelligence tools (PowerBI or similar) strongly desirable but not required;
* Knowledge and experience in computer programming languages (R, SQL or similar) data visualization an asset but not required.

**Language skills:**

* Fluency in English required;
* Working knowledge of another UN language is an advantage.

**Other competencies and attitude:**

* Interest and motivation in working in an international organization;
* Good analytical skills in gathering and consolidating data and research for practical implementation;
* Outgoing and initiative-taking person with a goal-oriented mind-set;
* Communicates effectively when working in teams and independently;
* Good in organizing and structuring various tasks and responsibilities;
* Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
* Responds positively to feedback and differing points of view;
* Consistently approaches work with energy and a positive, constructive attitude.