

**Secretariat of the International Renewable Energy Agency (IRENA)
Administration and Management Services (AMS) Division**

Title and Grade:	Intern, Office of the Director of AMS
Duration of Appointment:	6 Months
Duty Station:	Abu Dhabi, United Arab Emirates
Date for Entry on Duty:	As soon as possible

Background

The International Renewable Energy Agency (IRENA) is an intergovernmental organization that supports countries in their transition to a sustainable energy future. At present, IRENA has 170 Members (169 States and the European Union) that acceded to its Statute, and 14 additional States in the process of accession and actively engaged. IRENA serves as the principal platform for international cooperation, a center of excellence, and a repository of policy, technology, resources and financial knowledge on renewable energy. IRENA promotes the widespread adoption and sustainable use of all forms of renewable energy, including bioenergy, geothermal, hydropower, ocean, solar and wind energy, in the pursuit of sustainable development, energy access, energy security and low-carbon economic growth and prosperity.

The Agency implements its mandate with the view to sustainable development, increased energy security and low-carbon economic growth and prosperity.

Objectives of the Internship Assignment

The internship position is based at IRENA in Abu Dhabi, United Arab Emirates, with close coordination with the Director's Office of the Administration and Management Services Division. The intern will support the Director's office by assisting with research, coordination, and administrative tasks to enhance operational efficiency and strategic initiatives.

Particular Functions

Under the Director of Administration and Management Services' supervision, provide support in the implementation of administrative priorities and contribute to the overall efficiency of the Director's office, while offering the intern a meaningful learning experience. These responsibilities will include, but are not limited to, the following:

- Conduct research on administrative best practices and prepare summaries for review.
- Assist in updating internal regulations, rules, directives, policies, and guidelines. This includes creating, maintaining, and storing an organized inventory of these documents in AMS SharePoint.
- Ensure that all data and documents are accurate, securely backed up, and stored properly in the corresponding AMS shared folder.
- Contribute to knowledge management, including organizing documents and maintaining relevant records.

- Assist the Director's office with coordinating and implementing the work programme by supporting task planning, scheduling, and progress tracking. This includes liaising with teams, ensuring resource allocation, and providing updates, as well as assisting with report preparation and addressing operational challenges
- Support the organization and follow-up of high-level meetings, including preparing agendas and tracking action points.
- Perform other duties as required.

Learning Areas

During the internship, the intern will gain comprehensive insights into the functions of the Administration and Management Services (AMS), including:

- The roles, processes, and interdependencies of its various sections and their contributions to the Agency's overall operations.
- Administrative processes and operations in a multilateral organizational setting.
- Development and implementation of policies, guidelines, and operational frameworks.
- High-level decision-making and meeting coordination in an international environment.

Timeframe

The internship is for six months commencing as soon as possible. The duration will be determined according to the intern's availability and the needs of the project.

Minimum Requirements

- Candidates must have completed an undergraduate degree and be enrolled in a Master's or doctorate programme at a recognized university at the time of application and for the duration of the internship. Recent graduates will also be included in the internship programme provided the start date of the internship is less than six months from the completion of studies.
- Candidates must be fluent in English (both oral and written) and demonstrate excellent writing and communication skills.
- Competencies: Candidates should demonstrate solid teamwork, planning and organizing, professionalism, communication skills and accountability.
- Candidates must be able to work in a multi-cultural and multi-disciplinary environment.
- Preference will be given to candidates pursuing post-graduate programmes in business, public administration, HR, finance, economics, law or a related field or recently graduated.
- Excellent analytical, writing and editing skills
- Candidates must be able to work in a multi-cultural and multi-disciplinary environment.
- Candidates should indicate in their cover letter the period of availability.

Internship Conditions

IRENA interns are not considered to be staff members. The selected intern will work on a full-time basis (35 hours per week) as per the working hours of IRENA premises in Abu Dhabi, UAE.

Application Procedure

IRENA wishes to encourage applications from female candidates.

Please note that only candidates under serious consideration will be contacted for an interview and will receive notice of the outcome of the selection process.