

**Secretariat of the International Renewable Energy Agency (IRENA)
Innovation and Technology Centre (IITC) Division**

Title and Grade:	Intern, Data Management and Reporting
Duration of Appointment:	6 months
Duty Station:	Bonn, Germany
Date for Entry on Duty:	As soon as possible

Background

The International Renewable Energy Agency (IRENA) is an inter-governmental organisation headquartered in Abu Dhabi, mandated to promote the widespread and increased adoption and sustainable use of all forms of renewable energy in the pursuit of sustainable development, energy access, energy security and low-carbon economic growth and prosperity. IRENA's mission is to play a leading role in the ongoing transformation of the global energy systems as a centre of excellence for knowledge and innovation, a global voice of renewable energy, a network hub for all stakeholders and a source of advice and support for countries. 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.

The Agency implements its mandate with the view to sustainable development, increased energy security and low-carbon economic growth and prosperity. To achieve this goal, IRENA's Innovation and Technology Centre (IITC) has provided a range of insights on possible paths for such a transformation, spanning multiple geographic areas, sectors and topics. Models, scenarios, and planning processes play key roles in the development of transition paths.

Objectives of the Internship Assignment

The internship aims to support the establishment of a structured and efficient data management framework within IITC. The intern will contribute to taking stock of existing data, improving data organization and accessibility, and supporting the development of governance processes to enhance data quality, sharing, and utilization across teams. By streamlining data collection and management, the initiative will enable more effective analysis, collaboration, and decision-making to support IRENA's mission in accelerating the global energy transition.

Particular Functions

In line with the objectives outlined above, the intern will contribute to the day-to-day work under the thematic category of Planning for the Global Energy Transition, including:

- Take stock of data being collected across the division, identifying sources, formats, and usage.
- Assist in organizing and structuring existing data to improve accessibility and usability.
- Support the development of a data inventory and documentation of data flows within IITC.

- Contribute to defining data governance principles and best practices for managing and sharing information.
- Assist in identifying gaps, redundancies, and opportunities for improving data management.
- Generate reports and visualizations using Excel and Power BI to support data analysis and decision-making.
- Help coordinate internal discussions and workshops to align data-related efforts across teams.
- Perform other related tasks as required.

Learning Areas

During the internship, the selected candidate will gain exposure to best practices in data management and governance within an international organization, learning how to structure, store, and share data more effectively. Develop an understanding of renewable energy data and its critical role in policy formulation and decision-making. Additionally, the intern will have the opportunity to collaborate across teams in a multicultural and multidisciplinary environment.

Timeframe

The internship is for a period of **six** months commencing as soon as possible. The exact period will be determined based on the availability of the intern and the needs of the programme. The maximum duration of the internship is nine months, subject to the intern's continued performance.

Minimum Requirements

- Candidates shall have just completed their undergraduate studies or be enrolled in a Master's programme at a recognised university at the time of application. Recent graduates may also be considered provided the start date of the internship is less than six months since their graduation
- Preference will be given to those studying: Data Science, Information Management, Engineering, Economics, or a related field.
- Strong analytical and organizational skills, with an interest in data management and governance.
- Proficiency in Excel, including advanced functions for data analysis and visualization.
- Familiarity with Power BI or similar data visualization tools.
- Familiarity with data structuring, documentation, and quality control.
- Excellent communication skills in English (spoken and written).
- Ability to work independently and collaboratively in a multicultural environment.
- Competencies: Candidates should demonstrate solid teamwork, planning and organizing, professionalism and communications skills.
- Candidates must be able to work in a multi-cultural and multi-disciplinary environment.
- Candidates should indicate in their cover letter their 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.