

Secretariat of the International Renewable Energy Agency (IRENA)

Project Facilitation and Support (PFS)

Title and Grade:	Intern, Project Facilitation and Support
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 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 to 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 Project Facilitation and Support (PFS) division integrates all the previous initiatives of IRENA related to project facilitation. It has an ambitious goal to achieve a tangible impact by facilitating funding and investments for promising projects, co-organising regional Investment Forums with matchmaking events where project owners, lenders, investors and donors can meet, and fostering cooperation between international institutions that have compatible objectives.

Within this mandate, the focus of the Project's Facilitation and Support (PFS) division is on the assessment of pre-feasibility and feasibility of projects, helping IRENA Members to access finance, up-scale investment and support to Nationally Determined Contribution (NDC) implementation, especially along relevant Renewable Energy (RE) investments. It will also provide related project-based, fit-for-purpose technical assistance to support the development of a pipeline of projects, which is necessary to accelerate the energy transition.

The division hosts the Climate Investment Platform (CIP), as well as the Energy Transition Accelerator Finance (ETAF) Platform. Both CIP and ETAF are inclusive, multi-stakeholder climate

finance platforms, which pursue facilitating capital mobilisation to scale up the development of renewable energy projects to advance the energy transition across developing markets. Particularly the ETAF has mobilised USD 4.15 billion from Partners to finance projects in IRENA Member countries with an ambition of reaching at least 5GW in renewable energy capacity.

Objectives of the Internship Assignment

The internship post is located in the Project Facilitation and Support (PFS) Division, to support the Agency's project facilitation and support work. The intern will provide support to the work done by the PFS Division, particularly to develop strategic relationship with projects, partners and strengthening administrative functions within the division.

Particular Functions¹

In line with the objectives outlined above, the intern is expected to perform a range of technical and organisational functions, including but not limited to:

- Contributing to the implementation of the PFS's capacity-building, strategic outreach, and budget workstreams.
- Organising, filing and structuring information related to project developers, financiers, and all relevant stakeholders of PFS, as well as funding for the division activities; filing the incoming and outgoing correspondence in the respective files, preparing summaries; preparation of the meeting minutes.
- Following up on communications with stakeholders: project proponents, experts, Climate investment partners.
- Undertaking desk research on financial institutions and other entities that can support renewable energy projects.
- Updating the website and marketing materials on a regular basis, liaising with the relevant teams including the communications and web development team.
- Assisting with the preparation of webinars, presentations, workshops, speaking points.
- Taking notes during meetings and calls and writing minutes.
- Providing support in the daily functioning of the PFS Division.
- Performing any other tasks, upon request.

Performs other duties as required and further developed.

¹ Roles and responsibility may be adjusted as the goals/objectives of the new PFS Division develop.

Learning Areas

During the internship period, the successful applicant will develop an understanding of how renewable energy projects are evaluated for funding and the gaps in funding in developing countries. The applicant will also develop analytical, organising, monitoring, reporting, research and communications skills.

Timeframe

The internship is for a period of 6 months commencing as agreed with the intern/sponsor. The exact period will be determined based on the availability of the intern and the needs of the Division.

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: Development Economics, Statistics/Data Analysis, Renewable Energy Finance, Development Finance, Project and Programme Development, Environmental or Climate Finance, Engineering and related fields.
- Candidates must be fluent in English (both oral and written).
- Competencies: Candidates should demonstrate solid teamwork, planning and organising, 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 the period of their 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.