

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

<b>Title and Grade:</b>	<b>Intern, Budget</b>
<b>Duration of Appointment:</b>	<b>6 Months</b>
<b>Duty Station:</b>	<b>Abu Dhabi (U.A.E.)</b>
<b>Date for Entry on Duty:</b>	<b>As soon as possible</b>

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**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. 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.

**Objectives:**

The Division of Administration and Management Services (AMS) is responsible for providing the Secretariat with efficient support in managing its human and financial resources and ensures effective solutions for programme budgeting, reporting and timely delivery of information technology, procurement and logistical services.

**Duties and Responsibilities:**

Under the supervision of the Budget Officer, Administration and Management Services, the intern will:

- Support the activities related to Work Program and Budget preparation
- Assist in monitoring core and voluntary contributions utilization against approved allocations
- Maintain records related to voluntary contributions, including agreements, journal voucher reversal requests, databases, allotments, etc
- Liaise and support IRENA divisions with queries related to core and voluntary contribution funding
- Assist with allocations of funds, and if required reallocations
- Support with preparation of financial reports in compliance with donor agreements
- Assist with preparation of ad hoc reports
- Prepare exchange of letters, Note Verbale, invoices and other correspondence
- Support Budget section with preparation of reports and documents related to governing body meetings
- Perform other administrative tasks related to the Budget Section as requested

**Learning Areas:**

During the internship, the intern will gain comprehensive insights into the Budget Section 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 and budgetary processes and operations in a multilateral organizational setting

**Timeframe:**

The internship is for a period of a minimum of three months. The maximum duration of the internship is six months, subject to the intern's availability and performance. The final duration will be determined based on the availability of the intern and the needs of the division.

**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
- Preference will be given to candidates pursuing studies in business administration, economics, finance or other related fields are preferred
- Candidates must be fluent in English (both oral and written). Knowledge of additional UN languages is an asset
- Demonstrated excellent written and communication skills
- Demonstrated knowledge in MS Word and Excel
- 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.