



# Terms of Reference

## ICT Intern, Operations Department, Syria CO

<b>Job title:</b>	<b>ICT Intern, Operations Department</b>
<b>Location:</b>	<b>Damascus office, Syria CO</b>
<b>Full/Part-time:</b>	<b>Full-time (approximately 40 hours per week)</b>
<b>Duration:</b>	<b>6 months</b>

### The Position:

Under the direct supervision of the International Operations Manager, the ICT intern will support the development of the CO current ICT projects. Your duties will primarily revolve around building software by writing code, as well as modifying software to fix errors, improve its performance, or upgrade interfaces. To be successful in this role, you will need extensive knowledge of programming languages and the Google applications environment.

A work-plan with achievements for the duration of the Internship and learning opportunities will be agreed upon. Periodic progress meetings will lead to a beneficial environment for the Intern enhancing her/his skills and capacity in areas related to UNFPA's mandate and Operations Department.

### About UNFPA and How You Can Make a Difference:

UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA expands choices and possibilities for women and young people to lead healthy and productive lives. UNFPA's new strategic plan (2018-2021), focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices.

UNFPA is seeking candidates that transform, inspire and deliver high impact and sustained results. We need interns who are exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in Programme results.

### You would be responsible for:

- Developing applications and tools to facilitate :
  - ✚ automation of UNFPA documents approval and archiving processes,
  - ✚ analysis of financial data and reporting,
  - ✚ supply chain (procurement and logistics) management and reporting,
  - ✚ electronic filing and archiving,
- Working with departments on application design and maintenance,
- Conferring with managers to obtain information on limitations or capabilities.
- Ensuring users documentation for the developed applications and tools,
- Preparing reports on programming project specifications, activities, or status.

### You should Have:

#### Your Education:

- (a) Be enrolled in a postgraduate degree Programme (such as a master's Programme, or higher);
- (b) Be enrolled in the final academic year of a first university degree Programme (such as bachelor's degree or equivalent);

- (c) Have recently graduated with a university degree (as defined in (a) and (b) above) and, if selected;
- (d) Be enrolled in a postgraduate professional traineeship program and undertake the internship as part of this program.

### **Your Experiences:**

- Knowledge of the software development life-cycle.
- Knowledge of the Google Applications environment.
- Experience working on a variety of software development projects.
- Deep programming language knowledge.
- Creativity, innovation and problem solving skills.
- Strong analytical and writing skills.
- Fluency in English. Knowledge of other languages an asset.
- Initiative, sound judgment and demonstrated ability to work harmoniously with staff members from different national and cultural backgrounds.

### **Learning Elements:**

Upon completion of the assignment, and depending on its duration, the Intern will gain the following knowledge assets:

1. Increased understanding of the UNFPA and the Operations within UNFPA
2. Understand the UNFPA mandate and policies, including ICT set-up
3. Understand the dynamics of operational and Programme support
4. Learn UN technical language, working procedures, and coordination mechanisms
5. Write and formulate substantive documents
6. Network with UN colleagues
7. Work experience as a team member in a multicultural setting

### **Financial Aspects:**

Interns do not receive a salary or any other form of remuneration from UNFPA. The costs associated with an intern's participation in the Programme must be assumed either by the nominating institution, which may provide the required financial assistance to its students, or by the students themselves, who will have to meet living expenses as well as make their own arrangements for accommodation, travel and other requirements. However, they receive a stipend to help cover basic daily expenses related to the internship, if not financially supported by any institution or Programme, such as a university, government, foundation, or scholarship Programme. The amount of the stipend varies according to the duty station. In addition, applicants must have medical insurance for the duration of the internship. Proof of insurance will need to be submitted before the internship begins. UNFPA does not provide medical insurance for interns.

### **How to Apply**

Please email your applications to [hr.syria@unfpa.org](mailto:hr.syria@unfpa.org)

Due to the volume of applications received, only shortlisted candidates will be contacted for an interview.