United Nations Development Programme

INTERNSHIP TERMS OF REFERENCE

I. IDENTIFICATION OF THE POST

Title:	Intern
Sector of assignment:	**ICT**
Organizational unit:	**Operations.**
Country and Duty Station:	**Nigeria and Abuja**
Internship duration:	**6** months
Supervisor's name:	**Osondu Ogbodo**
Supervisor's title:	**ICT Analyst**

II. CORPORATE BACKGROUND:

UNDP works in about 170 countries and territories, helping to achieve the eradication of poverty, and the reduction of inequalities and exclusion. We help countries to develop policies, leadership skills, partnering abilities, institutional capabilities and build resilience in order to sustain development results.

UNDP is working to strengthen new frameworks for development, disaster risk reduction and climate change. We support countries' efforts to achieve the new Sustainable Development Goals, which will guide global development priorities through 2030. The key 2030 Agenda principle of leaving no one behind and stamping out inequality is at the core of everything we do.

UNDP focuses on helping countries build and share solutions in three main areas:
- Sustainable development
- Democratic governance and peacebuilding
- Climate and disaster resilience

In all our activities, we encourage the protection of human rights and the empowerment of women, minorities and the poorest and most vulnerable.

III. INTERNSHIP OFFICE BACKGROUND:

Under the guidance and direct supervision of the ICT Analyst, the ICT Interns Officer provides ICT services, implements ICT management systems and strategies, provides daily technical support to users of information management tools and technology infrastructure.

The ICT Interns Officer in consultation with the ICT Analyst is responsible to provide relevant content on the Corporate SharePoint Online, develop and maintain Web-based and mobile applications. The ICT Interns Officer is responsible for conception, design, development, documentation and implementation of Internet-based applications to support business operations. The ICT Interns provides Hardware and Network Administration. The ICT Interns Officer promotes a client-oriented approach.

III. DUTIES:

The intern will assist in the following duties and responsibilities:

No	Duties and responsibilities	% of time
	In this section list the primary responsibilities and tasks of the position. *(Include percentages for each duty.)*	
1	**Software Development.** • Participate in the design, development, customization and integration efforts of enterprise solutions involving Enterprise Content Management, Business Process and Forms Development on Microsoft SharePoint 2016 Online. • Utilize Microsoft SharePoint 2016 Online, Microsoft Flow, SharePoint Designer, Visual Studio and various other .NET components; • SharePoint Apps development; Web Apps and Mobile Apps. • Use PowerBI to analyze data, create and publish reports. • Will be expected to help define, convey, and demonstrate SharePoint 2016 best practices; • Providing post-production application support as required.	50%
2	**Hardware and Network Administration** • Provide day to day helpdesk support to users. • Provide servers and laptops support. • Printers, Digital Senders support and administration. • Cisco Meraki networking devices management, network performance monitoring and support. • General Software and Hardware's installation, maintenance and support.	40%
3	**Other:** • Support other/ad hoc activities as seen relevant and needed.	10%

IV. REQUIREMENTS AND QUALIFICATIONS

Education:

Candidates must meet one of the following educational requirements:
- currently in the final year of a Bachelor's degree; or
- currently enrolled in a Master's degree; or
- have graduated no longer than 1 year ago from a master's degree or equivalent studies.

Field of study: **Computer Science, Computer Engineering, Information Technology** or equivalent.

IT skills:
- Knowledge and a proficient user of Microsoft Office productivity tools;
- Microsoft SharePoint 2016 Online.
- Cisco Meraki networking devices.
- Software development tools.
- Microsoft 2008/2012 Server operation system

Language skills:
- **English** required;
- Knowledge of other UN languages is an advantage.

Other competencies and attitude:
- Interest and motivation in working in an international organization;
- Good analytical skills in gathering and consolidating data and research for practical implementation;
- Outgoing and initiative-taking person with a goal oriented mind-set;
- Communicates effectively when working in teams and independently;
- Good in organizing and structuring various tasks and responsibilities;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Responds positively to feedback and differing points of view;
- Consistently approaches work with energy and a positive, constructive attitude.

V. INTERNSHIP CONDITIONS

- UNDP internships are not remunerated. All expenses connected with the internship will be borne by the intern or her/his sponsoring entity;
- UNDP accepts no responsibility for costs arising from accidents and/or illness or death incurred during the internship;
- Interns are responsible for obtaining necessary visas and arranging travel to and from the duty station where the internship will be performed;
- Interns are not eligible to apply for, or be appointed to, any post in UNDP during the period of the internship;
- Interns must provide proof of enrolment in health insurance plan;
- Interns are not staff members and may not represent UNDP in any official capacity;
- Interns are expected to work full time but flexibility is allowed for education programmes;
- Interns need to obtain financing for subsistence and make own arrangements for internship, travel, VISA, accommodation, etc.