

## INTERNSHIP TERMS OF REFERENCE

### I. IDENTIFICATION OF THE POST

Title:	Information Technology and Application Developer internship
Sector of assignment:	<b>ICT Unit</b>
Organizational unit:	<b>UNDP</b>
Country and Duty Station:	<b>Indonesia / Jakarta</b>
Internship duration:	<b>6 months</b>
Supervisor's name:	<b>Budianto Turisno</b>
Supervisor's title:	<b>ICT Associate</b>

### 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:

ICT team has a vision to make UNDP Indonesia's office as a digital working environment with high technology which to bring together information, people and tools, regardless of time, location or devices. Our mission to establish a reliable assess and well maintained infrastructure of automation engine platform as well as collaborative tools to support effective implementation of various business processes.

To support achievement of both vision and mission, ICT unit will require support and having student with suitable educational experience will add value for the team. In the same time, student will gain excellent experience through practical work assignments.

The student will work with whole operations and programme staff which will deepening their knowledge and understanding of UNDP's goals, principles and activities;

#### IV. DUTIES:

The intern will assist in the following duties and responsibilities:

No	Duties and responsibilities	% of time
<i>In this section list the primary responsibilities and tasks of the position. (Include percentages for each duty.)</i>		
1	<b>Supporting maintenance of ICT infrastructure and its security system</b> <ul style="list-style-type: none"><li>Support ICT team in reviewing and making proper recommendation for enhancement of ICT Infrastructure both network and application</li><li>Support ICT team to assess current infrastructure and suggest the ICT security system</li></ul>	30%
2	Simplification of business process and development of integration online platform <ul style="list-style-type: none"><li>Gather input from user and provide feedback to ICT team in developing an online application (Android Apps)</li><li>Involved in developing corporate platform (SPO365)</li><li>To gather information on various business process in the office, record properly and support ICT team in development of online platform and collaboration of various notification systems</li></ul>	50%
3	<b>Other:</b> <ul style="list-style-type: none"><li>Support in facilitation of training for the whole office in utilization of tools in UNDP office (OneDrive, Skype for business, Intranet, MS Team, Yammer, etc)</li><li>Supporting ICT team in any ICT consultation service to clients</li></ul>	20%

#### V. REQUIREMENTS AND QUALIFICATIONS

##### Education:

Candidates must meet one of the following educational requirements:

- currently in the final year of a Bachelor's degree; or

Field of study: **Information Technology** or equivalent.

##### IT skills:

- Knowledge and a proficient user of Microsoft Office productivity tools;
- Android Studio

##### 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.

## **VI. 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.