

## INTERNSHIP TERMS OF REFERENCE

### I. IDENTIFICATION OF THE POST

Title:	Intern
Sector of assignment:	Finance/Administrative Intern
Organizational unit:	<b>Environment and Sustainable Development</b>
Country and Duty Station:	<b>Panama, Panama</b>
Internship duration:	<b>9 months</b>
Supervisor's name:	<b>Jessica Young</b>
Supervisor's title:	<b>Programme Analyst</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:

UNDP supports Panama in building environmental awareness among decision makers and the public. This helps to promote action and greater accountability for environmental stewardship. We support four demonstration projects to improve communities' application of sustainable land management practices. UNDP also supports efforts to achieve a strong policy and institutional framework to strengthen national capacity to manage natural resources, including parks and protected areas.

UNDP is a committed partner to Panama in its implementation, monitoring and reporting as one of the Parties to the UN Framework Convention on Climate Change (UNFCCC), and facilitates financing of climate change mitigation and adaptation measures. UNDP is helping Panama to achieve the UNFCCC goals and recommended actions to reduce greenhouse gas emissions to mitigate climate change, and to strengthen resilience to reduce and/or recover from the adverse effects of climate change. UNDP advises the Government of Panama to strengthen its policy and institutional coordination on climate change. Including Reducing Emissions from Deforestation and Forest Degradation (REDD+)-.

### III. 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>Participate in collection, analysis and maintenance of project related data on finance</b> <ul style="list-style-type: none"><li>Contribute to the project annual and quarter work-plans preparation, progress report preparation and reporting, based on the requirements of the UNDP and project donors.</li><li>Monitor expenditures and prepare financial reports and forecasts</li><li>Support project audit, monitoring and evaluation</li></ul>	20 %
2	<b>Participate in closing a project based on UNDP procedures and processing regulations</b> <ul style="list-style-type: none"><li>Implement Closing a Project Procedures and Processing Checklist</li><li>Review operational completion of the project.</li><li>Support prepare the end project report.</li></ul>	50 %
3	<b>Provide administrative services for Environmental and Sustainable Development Cluster</b> <ul style="list-style-type: none"><li>Set up and maintain project files, collect project related information data, support the organization of the Project Board meetings, and provide logistical support (travel arrangements, including visas, tickets, etc.)</li><li>Maintain updated database of project counterparts, contractors, grantees, consultants, suppliers, collect relevant information on best services and expertise providers</li><li>Perform other duties as assigned by the Project Manager and/or Programme Analyst.</li></ul>	30%

### IV. REQUIREMENTS AND QUALIFICATIONS

#### Education:

Candidates must meet one of the following educational requirements:

- University degree in Accounting, Auditing, Economics, Finance, Political Sciences, Social Sciences or equivalent; specialized training in finance and procurement would be an asset.

Field of study: Experience in developing and construction of indicators; Experience in statistics and environmental accounting is preferred; or equivalent.

#### IT skills:

- Experience in the usage of computers and office software packages (MS Word, Excel, etc) related with accounting and finance.;
- Knowledge in internet-based financial management will be a strong asset

#### Language skills:

- Fluency in Spanish and English languages is a must.

#### Other competencies and attitude:

- Proven experience in finance, accounting or related field..
- 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.