



**United Nations Environment Programme**  
**Programa de las Naciones Unidas para Medio Ambiente**  
**Programa das Nações Unidas para o Meio Ambiente**

### **I. Position Information**

Job Code Title :	<b>Intern</b>
Name:	<b>Internship for IT and Office procedures</b>
Supervisor:	Administrative/Finance Assistant and IT Responsible
Work Schedule:	20 hours/week
<b>Deadline:</b>	<b>8<sup>th</sup> of April 2011</b>

### **II. Organizational Context**

Under the overall guidance of the Administrative/Finance Assistant, the intern will ensure effective delivery of the office goals by managing several activities execution as following:

Files backups, windows network setup, help desk duties, communication between headquarters related to IT field, website monitor and support all activities related to IT area, etc.

The Intern will work in close collaboration with the operations and IT staff in the Regional and Headquarters offices as required for resolving demand-driven issues and exchange of information.

### **III. Functions / Key Results Expected**

- On a daily basis, the appropriate follow-up action for IT issues;
- Proceed with all emails backups from Microsoft Outlook accounts, creating a database of files to be recovery as soon as necessary;
- Supports the organization on access cards, digital telephones, rules and regulations for wireless network;
- Support UNEP Brazil Office on e-mails configuration and server access together with UNDP IT team;
- Liaise with UNEP Head Quarters, Regional Offices and UNEP Brazil Office, on collecting and maintaining all the information related to Software's Licenses, Equipment Inventory, Anti-virus and their respective licenses and security of the information;
- Assist in the organization of uploading digital publications data and files upon request.
- Assist the office on organizing teleconferences and videoconferences through the Skype and Eluminate platform;
- Perform other clerical tasks as required.

### **IV. Impact of Results**

Purpose of Internship: Exposure of young professionals to the UN System and familiarity with its operations. Moreover, the key results have an impact on the overall performance of the Office. The data analysis that comes from on-line channels and information security and integrity are the pillars to the offices objectives execution

## V. Expected Outputs

At the end of the period, the intern will submit an internship exit report to the organization. The supervisor will provide a written assessment of the intern's performance and the internship confirmation letter.

## VI. Recruitment Qualifications

Education:	University student, Preferably on IT areas and enrolled at least on the second semester. Interest in international organizations, particularly of the UN System, and environment issues is desirable.
Experience:	Experience in the usage of computers and office software packages and windows network environment (MS Word, Excel, Access and Microsoft Outlook, etc.) are required.  * Experience with ERP system is an asset.
Language Requirements:	Fluency in English and language of the duty station.

## VII. Duration

Duration:	The intern will proceed with his respective duties for 6 months. <b>(renewable)</b>
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## How to apply

Qualified candidates may submit their applications by e-mail, in English, including their detailed Curriculum vitae on or before **8<sup>th</sup> of April 2011**.

**E-mail: [recruitment@pnuma.org](mailto:recruitment@pnuma.org)**

"Applications received after the deadline will not be considered"

UNEP welcomes applications from qualified women and men from any ethnical groups. UNEP is a smoke-free environment. Additional information on the selection process, working conditions, and regret letters will only be provided to short-listed candidates.