

Vacancy Announcement
Secretariat of the International Renewable Energy Agency (IRENA)
Administration and Management Services

Job Title	Intern, Budget
Division / Section:	Administration and Management Services
Duty Station:	Abu Dhabi, UAE
Duration:	9 Months

Background

The International Renewable Energy Agency (IRENA) is an intergovernmental organization that supports countries in their transition to a sustainable energy future. At present, IRENA has 171 Members (170 States and the European Union) that acceded to its Statute. IRENA serves as the principal platform for international cooperation, a center of excellence, and a repository of policy, technology, resources and financial knowledge on renewable energy. IRENA promotes the widespread adoption and sustainable use of all forms of renewable energy, including bioenergy, geothermal, hydropower, ocean, solar and wind energy, in the pursuit of sustainable development, energy access, energy security and low-carbon economic growth and prosperity.

Objectives

The Division of Administration and Management Services (AMS) is responsible for providing the Secretariat with efficient support in managing its human and financial resources and ensures effective solutions for programme budgeting, reporting and timely delivery of information technology, procurement and logistical services.

Duties and Responsibilities

Under the overall guidance of the Chief Budget Officer and Budget Associate the JPO will contribute to the effective management of Voluntary Contributions within the Budget Section and will be responsible for the following tasks:

- Support the activities related to
- Monthly and quarterly finance closure including , creation and posting of journal entries, accounts reconciliation
- Assist in Assessed contribution letter drafting and follow up
- Preparation and submission of invoices for processing

- Maintain records related to voluntary contributions, including agreements, journal voucher reversal requests, databases, allotments, etc
- Coordinate and prepare written outputs relevant to voluntary contributions, budget preparation and other relevant matters, draft analytical papers and position papers and provide critical review to written contributions from other staff of the Budget Section.
- Support with preparation of financial reports in compliance with donor agreement
- Lead or support the preparation of ad hoc reports
- Perform other administrative tasks related to the finance Section as requested

Learning Areas

During the internship, the intern will gain comprehensive insights into Finance and accounting functions of the Administration and Management Services (AMS), including:

- The roles, processes, and interdependencies of its various sections and their contributions to the Agency's overall operations
- Administrative and budgetary processes and operations in a multilateral organizational setting

Timeframe

The internship is for a period of nine months.

Minimum Requirements:

- Candidates must have completed an undergraduate degree and be enrolled in a Master's or doctorate programme at a recognized university at the time of application and for the duration of the internship. Recent graduates will also be included in the internship programme provided the start date of the internship is less than six months from the completion of studies
- Preference will be given to candidates pursuing studies in business administration, economics, finance or other related fields are preferred
- Candidates must be fluent in English (both oral and written). Knowledge of additional UN languages is an asset
- Demonstrated excellent written and communication skills
- Demonstrated knowledge in MS Word and Excel
- Candidates must be able to work in a multi-cultural and multi-disciplinary environment

- Candidates should indicate in their cover letter the period of availability

Internship Conditions

IRENA interns are not considered to be staff members. The selected intern will work on a full-time basis (40 hours per week) as per the working hours of IRENA premises in Abu Dhabi, UAE.

Application Procedure

IRENA wishes to encourage applications from female candidates.

Please note that only candidates under serious consideration will be contacted for an interview and will receive notice of the outcome of the selection process.