



### **Internship Title**

Internship – Technical Cooperation Regional Divisions (TCAP, TCAF, TCEU, TCLAC)

### **Target Start of Internship**

12 months

### **Organizational Setting**

TC Regional Divisions (TCAP, TCAF, TCEU, TCLAC)

### **Main Purpose**

The main purpose of the internship is to gain knowledge and training on the IAEA Technical Cooperation programme and delivery in the region, in particular in the areas of programming, implementation, knowledge management and partnership building.

### **Tasks / Key Results Expected**

- Programme/Project Management: Gain an overall understanding of the delivery of the TC programme, the range and impact of activities carried out within the programme through, inter alia, on-job-training in project design and planning, project implementation under the human resource components within selected TC activities, project monitoring and evaluation, and project financial closure.
- Knowledge Management: Support the Programme Management Officer in the preparation of achievement reports for selected projects; gain hands-on experience in drafting “TC Web and Success Stories” in the region; training on related platforms used for managing projects in the TC cycle, i.e. PCMF and AIPS.

### **Knowledge, Skills and Abilities**

<b>Expertise</b>	<b>Description</b>
Management and Programme Analysis Analytical Writing Skills	Ability to write technical reports.
Management and Programme Analysis Information Collection and Analysis	Ability to collect and analyse information.
Management and Programme Analysis Reporting	Ability to prepare project reports.

### **Qualifications and Experience**

- University degree in management, social sciences, science and technology, or international relations.
- Experience in the compilation, processing and reporting of information using databases
- Experience working with Microsoft Office (Outlook, Word, Excel, PowerPoint), which is the IAEA's standard



## Internships

The IAEA accepts a limited number of interns each year. The internships are awarded to persons studying towards a university degree or who have recently received a degree (see Internship web pages for further details).

The purpose of the programme is:

- To provide interns with the opportunity to gain practical work experience in line with their studies or interests, and expose them to the work of the IAEA and the United Nations as a whole;
- To benefit the IAEA's programmes through the assistance of qualified students specialized in various professional fields.
- The duration of an internship is normally not less than three months and not more than one year.

## Applicant Eligibility

- Candidates must be a minimum of 20 years of age and have completed at least three years of full-time studies at a university or equivalent institution towards the completion of a first degree.
- Candidates may apply up to one year after the completion of a bachelor's, master's or doctorate degree.
- Candidates must not have previously participated in the IAEA's internship programme.
- Excellent written and spoken English essential; fluency in any other IAEA official language (Arabic, Chinese, French, Russian) an asset.
- Candidates must attach two signed letters of recommendation to their application.