

Internship Terms of Reference

Internship Title:	Office 365 and SharePoint online Intern
Institute/Office:	United Nations University – UNU-WIDER/ICT/UNU-605
Duty Station:	Finland, Helsinki
Supervisor Name:	Kennedy Ambang
Duration:	15 January 2024 to 14 July 2024

Background

For the past four decades, UNU has been a go-to think tank for impartial research on the pressing global problems of human survival, conflict prevention, development, and welfare. With more than 400 researchers in 13 countries, UNU's work spans the full breadth of the 17 Sustainable Development Goals, generating policy-relevant knowledge to effect positive global change. UNU maintains more than 200 collaborations with UN agencies and leading universities and research institutions across the globe. For more information, please visit <http://unu.edu>

UNU-WIDER is one of 14 research and training Institutes that comprise the think tanks in the UNU system. UNU-WIDER is a leading international development economics think tank. The Institute provides economic analysis and policy advice with the aim of promoting sustainable and equitable development for all. The Institute began operations in 1985 in Helsinki, Finland, as the first research centre of the United Nations University. Today, it is a unique blend of think tank, research institute, and UN agency — providing a range of services from policy advice to governments, as well as freely available original research. More information on UNU-WIDER and its current work programme are available on the Institute's website. For more information, please visit <https://www.wider.unu.edu/>.

UNU-WIDER is seeking an in-person intern work closely with the ICT team in the development of a SharePoint intranet and support the automation of workflows using Power Automate or other workflow automation tools.

Description of Responsibilities

- Support the development and customization of SharePoint Online, including the intranet and other document management sites, to ensure they align with the organization's needs and objectives.
- Assist the ICT team in analyzing workflow requirements and the automation of repetitive and manual tasks (using Power Automate or other workflow automation tools) to streamline business processes and improve efficiency.
- Support end-users in troubleshooting and resolving issues related to SharePoint Online, and Office 365 applications.
- Assist in creating comprehensive user documentation, including guides, to facilitate end-users' understanding and efficient utilization of ICT systems and applications.
- Perform other duties as assigned by the supervisor.

Learning objectives

As an intern, you will be part of the UNU-WIDER ICT team and benefit from exposure to UNU ICT Global network to gain insights into broader ICT strategies, projects, and initiatives within the United Nations University. You will also develop practical skills in developing and customizing SharePoint intranet, SharePoint Document management sites and understand the capabilities of Microsoft Power Automate and how it can be used to automate business processes and workflows.

Competencies

Values:

- Inclusion - Take action to create an environment of dignity and respect for all, regardless of age, culture, disability, ethnicity, gender, gender identity, gender expression, geography, grade, language, nationality, racial identity, religion, sex, sex characteristics, sexual orientation, social origin or any other aspect of identity.
- Integrity - Act ethically, demonstrating the standards of conduct of the United Nations and taking prompt action in case of witnessing unprofessional or unethical behaviour, or any other breach of UN standards.
- Humility - Demonstrate self-awareness and willingness to learn from others.
- Humanity - Act according to the purposes of the United Nations: peace, dignity and equality on a healthy planet.

Behaviours:

- Connect and Collaborate - Build positive relationships with others to advance the work of the United Nations and work coherently as One UN
- Analyse and Plan - Seek out and use data from a wide range of sources to understand problems, inform decision-making, propose evidence-based solutions and plan action
- Deliver Results with Positive Impact - Hold oneself and others accountable for delivering results and making a positive difference to the people and causes that the United Nations serves
- Learn and Develop - Pursue own learning and development and contribute to the learning and development of others
- Adapt and Innovate - Demonstrate flexibility, agility and the ability to think and act in novel ways

Qualifications

Education:

- University studies in one of the following disciplines: Computer Science, Information Technology, Business Information Technology, or other relevant subjects is required.
- Be in their final year of undergraduate study or enrolled in a graduate degree programme or is within the two-year post-graduation (maximum) from either a bachelors', or masters' degree programme.

Language:

- Excellent communication skills (written and oral) in English are required.
- Working knowledge of another UN language is an advantage.

The intern is expected to have:

- Familiarity with Microsoft Power Automate or other workflow automation tools.
- Strong understanding of SharePoint online is an asset.
- The ability to work in a multi-cultural environment with sensitivity and respect for diversity;
- Ability to work collaboratively in a team environment.

Stipend

Interns who are not in receipt of financial support from other sources such as universities or other institutions will receive a stipend of EUR 896.00 per month of full-time internship from UNU to partially subsidize their basic living costs for the duration of the internship.

The stipend will be paid on a monthly basis and part-time internship arrangements are prorated accordingly.

Duration of contract: The duration of the internship is 6 months.

Expected start date: 15 January 2024

How to Apply:

To apply to UNU, you will not need an account. Instead, we ask that you:

- Apply via the [application link](#);

- Attach a brief Cover Letter (in English) stating interest in and qualifications for the post;
- Attach a current and complete CV in English;
- Document(s) confirming your education status (e.g. transcript or proof of enrolment)
- Answer a few questions that are tailored to the internship.

You may wish to refer to the [UN Values and Behaviours Framework](#) for more information.

Application Deadline: 22 October 2023, 23:59 UCT+3

Assessment

Evaluation of qualified candidates may include a desk review and/or a competency-based interview, and references.

Special notice

Please note that the selected candidate must have a (1) Finnish nationality or the residence and work permit for Finland, OR (2) have right of residence in Finland as an EU/EFTA citizen. In case of equally qualified candidates, the candidates holding Finnish nationality or the residence and work permit for Finland will be given preference.

The purpose of the Internship Programme is to complement an intern’s studies. There should be no expectation of employment with UNU at the end of an internship.

Interns do not hold international civil servant status nor are they considered a “staff member” as defined in the United Nations Staff Rules and Regulations and may not represent UNU in any official capacity.

UNU accepts no responsibility for costs arising from accidents and/or illness or death incurred during the internship. Applicants must have medical insurance for the duration of the internship. Proof of insurance will need to be submitted before the internship begins.

UNU is committed to diversity and inclusion within its workforce, and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons living with disabilities to apply. Applications from developing countries, and from women are strongly encouraged.

UNU has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UNU, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination.

Information about UNU rosters

UNU reserves the right to select one or more candidates from this internship announcement. We may also retain applications and consider candidates applying to this internship cohort for upcoming internships within the next 2 years.

Scam warning

UNU does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Should you receive a solicitation for the payment of a fee, please disregard it. Furthermore, please note that emblems, logos, names and addresses are easily copied and reproduced. Therefore, you are advised to apply particular care when submitting personal information on the web.