



Job Description

Internship - Office of Procurement Services - (TAL-MTPS20190515-001)

Primary Location Austria-Vienna-Vienna-IAEA Headquarters

Posting Date 2019-05-24, 2:29:37 PM

Closing Date 2019-06-08, 10:59:00 PM

Duration in Months: 12

Contract Type: Interns

Duration

12 months

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.

Organizational Setting

The Department of Management (MT) provides a 'platform of services' that serves as a foundation for the successful delivery of the IAEA's scientific and technical programmes. Its mission statement is as follows: "MT is a partner and a business enabler that champions change and efficiency, leveraging a common purpose". Thus, among other support activities, it assists a scientific manager in recruiting the right expert, helps a technical officer coordinate the purchase of radiation equipment, and ensures that all Board documents are translated and distributed on a timely basis to Member States.

Main Purpose

To support the implementation of enhancement projects of the IAEA's ERP System based on Oracle eBusiness Suite (AIPS) and to support other strategic operational projects of the Office of Procurement Services.

Functions / Key Results Expected

The IAEA implements enhancements to the procurement functionality of the ERP System. The Office of Procurement Services as the key stakeholder is actively involved in the implementation of these enhancements. Other strategic operational projects are constantly identified in support of continuous improvement of the tools and documentation supporting the procurement function and the IAEA, such as the implementation of a new intranet platform. In particular, the intern will assist by:

- Supporting the roll out of ERP enhancements;
- Supporting the piloting of future system and/or processes enhancement/developments;
- Mapping of processes and supporting the design of the information of the Office of Procurement Services for the new intranet platform;
- Supporting the review of standard procurement templates;
- Any other related tasks, as may be assigned by the supervisor;

Qualifications and Experience

- University Degree;
- Basic understanding of procurement principles;
- Analytical skills;
- Excellent communication skills;
- Some understanding of IT systems.

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.