



## I. Position Information

Job code title: **Procurement/Admin Intern**  
Supervisor: Head of Procurement (UNDP)  
Expected Duration: 3 Months, full time  
Location: UNDP Office in Tehran

## II. Organizational Context

Under the guidance and direct supervision of the UNDP, the Procurement Intern will work on execution of transparent and efficient procurement services and processes according to UNDP rules and regulations.

The Procurement intern works in close collaboration with the UNDP Procurement team to achieve delivered tasks and responsibilities.

## III. Functions / Key Results Expected

Summary of key functions:

- Assisting Procurement section in filing documents, typing, translating, faxing, copying, minutes taking;
- Assisting Procurement section in organizing procurement processes for UNDP CO;
- Assisting in control of CO as well as project Assets;
- Perform any other duties as required;

### 1- Assisting Procurement section in filing documents, typing, translating, faxing, copying, minutes taking:

- Assist in finalizing, tabulation and selecting suitable supplier / Contractor based on best value for money and timely delivery to prepare for PO or other related committees.
- Prepare all related documents for filling and follow the instructions which entrenched in the section
- Translating requested documents for any submission
- Minutes taking in any related meeting.

### 2- Organizing procurement processes for UNDP CO focusing on achievement of the following results:

- Assist the Procurement team to develop and update procurement plans including costing, scheduling and applicable procurement methods.
- Assist the Procurement team in proper organization, implementation, monitoring and control of procurement processes including preparation and conduct of RFQs, ITBs or RFPs, receipt of quotations, bids or proposals, their evaluation, negotiation of certain conditions of contracts in full compliance with UNDP rules and regulations, and in accordance with the annual workplan, budgets, and procurement plan of the Global Fund projects.
- Review specifications, terms of references, and statement of work provided by the project implementing units to ensure completeness, accuracy and compliance with quality standards and objectives of the project; and to implement the procurement of goods, works and services, including the negotiation and awarding of contracts, in accordance with UNDP rules and regulation and the norms and procedures established in the Grant agreements, project documents, procurement plans and work plans.
- Assist the Procurement team in preparation of solicitation documents (RFQ, RFP, and ITB), forms and letters under the guidance of direct supervisor.

### 3- Assisting in control of CO as well as project Assets;

- Implementation of physical verification of the Projects as well as Office Assets and

- inventories;
- Prepare periodic and/or ad-hoc reports under the guidance of the direct supervisor.

#### **IV. Recruitment Qualifications**

Interns are selected on a competitive basis. The following minimum qualifications are required:

a) Enrolment:

Applicants to the internship programme must at the time of application meet one of the following requirements:

- I. Be enrolled in a graduate school programme (second university degree or equivalent, or higher);
- II. Be enrolled in the final academic year of a first university degree programme (minimum Bachelor's level or equivalent);
- III. Have graduated with a university degree (as defined in (a) and (b) above) and, if selected, must start the internship within one-year of graduation.

b) Skills:

1. Educational background or certificate in Business Administration or Commercial Management. Working under stress and pressure.
2. The intern must be fluent in Persian and have a good command of English language.
3. Ability to work in a multicultural environment.

#### **V. Duration and other conditions**

a) Duration:

The intern would be working with UNDP Procurement team for a minimum of three months and if agreed and extended later a maximum duration of six months. The internship is considered as a full-time assignment as per the normal procedures practiced at the country office.

UNDP reserve all rights to suspend or terminate the internship at any time within the said duration with two weeks prior notice, as per the policy.

b) Other conditions:

Interns are not financially remunerated by UNDP. UNDP does not bear any responsibility for intern's travel and accommodation with regards to joining the internship program and return after completion. No entitlement, immunities and privileges are extended to the intern. Costs and arrangements for travel, visas, accommodation and living expenses are the responsibility of the intern. No entitlement, immunities and privileges are extended to the intern.

Applicants for internships must show proof of valid medical insurance for the duty station in which they will intern. Interns are responsible for securing adequate medical insurance for the duration of their internship with UNDP and must provide a medical certificate of good health prior to starting the internship. UNDP will not reimburse the medical insurance of the intern. Any costs arising from accidents and illness incurred during an internship assignment will be the responsibility of the intern.

**Internship Application along with completed P11 (Personal History Form) and letter of motivation should directly be sent to Human Resources Unit of UNDP through email ID: [vacancy.ir@undp.org](mailto:vacancy.ir@undp.org) no later than **24 September 2017**. Please make sure you will mention in the subject line of the email "Procurement/Admin Intern - UNDP".**