



I. Position Information

Job code title:	Admin/Travel Intern
Supervisor:	Procurement Analyst (Head of Procurement)
Expected Duration:	3 Months, Full time (extendable to maximum six months)
Location:	UNDP Office in Tehran

II. Organizational Context

Under the guidance and direct supervision of Head of Procurement, the Admin/Travel Intern will work on execution of transparent and efficient admin/travel services and processes according to UNDP rules and regulations.

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

III. Functions / Key Results Expected

Summary of key functions:

- Assisting Admin/Procurement Unit in providing travel services, administrative and logistical support;
- Assisting Admin/Procurement Unit in receipt of shipments and customs clearance processes, filing documents, typing, translating, faxing, copying, minutes taking;
- Perform any other duties as required;

1- Assisting Admin/Procurement Unit in providing travel services, administrative and logistical support;

- Provision of information to the staff on travel including travel route and hotel arrangement;
- Arrangement of travel and hotel reservations, preparation of travel authorizations;
- Support to staff members and their dependents by processing requests for visas, identity cards and other documents in accordance with requirements of the United Nations and national government;
- Collection of information for DSA, travel agencies and other administrative surveys;
- Processing travel authorization in line with travel entitlements for staff, consultants, UN and visitors, ensuring that the travel arrangement follow the UN rules of most direct route and most competitive prices.

2- Assisting Admin/Procurement Unit in receipt of shipments and customs clearance processes, filing documents, typing, translating, faxing, copying, minutes taking;

- Preparation of routine correspondence, faxes, memoranda and reports in accordance with CO SOP;
- Extracting, inputting, copying and filing data from various sources;
- Maintenance of files in Administrative Unit;
- Translating requested documents for any submission;
- Minutes taking in any related meeting;
- Receipt of shipments, customs clearance arrangements, preparation of documents for UNDP shipments (received/sent), arrangements for shipments. Preparation of all necessary documentation, implementation of follow-up actions, drafting correspondence related to shipments/customs clearance.

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 in Business Administration, Commercial Management or Tourism. Having reservation and/or ticketing certificate is considered as an asset.
2. The intern must be fluent in Persian and have a good command of English language.
3. Ability to work in a multicultural environment.
4. Ability to work under stress and pressure

V. Duration and other conditions

a) Duration:

The intern would be working with UNDP Admin/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 no later than **21 December 2017. Please make sure you will mention in the subject line of the email "Admin/Travel Intern - UNDP".**