



Internship Terms of Reference

Internship Title:	Operations Management Intern
Reference Number	N/A
Institute/Office:	United Nations University – World Institute for Development Economics Research (UNU-WIDER/OSU/UNU-605)
Duty Station:	Helsinki, Finland
Supervisor Name:	S. Ojaluoma-Ruysschaert
Supervisor Email:	Satu.ojaluoma@wider.unu.edu
Duration:	1 February 2025 to 31 July 2025
Background	
<p>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.</p> <p>UNU-WIDER is one of 14 research and training Institutes that comprise the think tanks in the UNU system. UNUWIDER 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/.</p> <p>Operations Support Unit (OSU) supports UNU-WIDER’s implementation of its work programme by providing services in administration, human resources, contracts, procurement, information technology, finance, travel, publications and library services.</p>	
Description of Responsibilities	
<p>To support the Operations Support Unit’s (OSU) management and teams in planning, coordinating and overseeing the operations of OSU through:</p> <ul style="list-style-type: none">• Assist in developing workflows and Standard Operating Procedures.• Based on independent research to draft short guidelines and policy notes for consideration of OSU management team• Support in developing a user-friendly, logical and standardized electronic Share Point archiving system and best practice for the OSU.• Support in designing a user-friendly intranet page for OSU.• Coordinate and support administrative arrangements of internal meetings for OSU including personnel meetings, trainings etc.	

- Support administrative arrangement (e.g. logistics) of UNU-WIDER external meetings.
- Create templates for various administrative processes to make them more efficient.
- Collect information, analyze and make reports.
- Drafting of communications, emails, documentation, reports and contracts, checking documents for accuracy and compliance with UNU-WIDER format and style.
- Organizing the finalized and approved documents in a user-friendly indexed manner and to be uploaded onto SharePoint using the same filing system.
- Coordination of various meetings, including staff meetings, take minutes if needed.
- Participate in and prepare input for preparing general expense budgets for the next biennium 2026-2027 as well as various internal tracking sheets
- Support the review of project budgets and financial reports
- Support the development of standardized reporting formats
- Understand the OSU teams as a whole and learn about the daily tasks that are carried out to gain insight on the importance of these tasks and be able to make recommendations on the design and layout of the documented processes.
- Perform other duties as assigned by the supervisor.

Learning objectives

The intern will be part of the operations/administration team and the overall Operations Support Unit structure of UNU-WIDER and will be learning on the job daily. The intern will get a bird's eye view on what it takes to manage operations in three duty stations within the UN framework, and what it is like to work in an international organization. Dedicated time will be allocated by the supervisor for supporting understanding the functioning of UNU-WIDER and the UN system in general. The intern will get exposed to the functioning of a UN think tank implementing research, capacity development, and policy engagement activities while operating within the UN rules and regulations. The intern will be able to participate in in-house training offered by UNU-WIDER, including attending presentations at the WIDER Seminar series or other relevant events. Other opportunities will be discussed with the intern upon arrival. No travel missions are foreseen from the outset.

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:

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

- University studies in one of the following disciplines: administration, management, finance, accounting, human resources, statistics, or other relevant subjects is required.
- Be in their final year of undergraduate study or enrolled in a graduate degree programme or be within the two-year post graduation (maximum) from either a bachelors', masters' or PhD 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 good experience using the Microsoft Office 365 (Teams, Outlook, Word, Excel, and PowerPoint)
- Demonstrate a genuine desire to learn and develop.
- Be highly organized and have good attention to detail.
- Be able to multi-task and to prioritize workload.
- Be a flexible, team-player.

Application Procedure

How to Apply:

- Apply via the application [link](#);
- Attach a brief Cover Letter (in English) stating interest;
- Attach a current and complete CV in English;
- Answer a few questions that are tailored to the internship.

Application Deadline: 11 December 2024, 23:59 UTC+3.

Candidates invited for an interview must submit prior to the interview the following documents:

- Document(s) confirming your education status (e.g. transcript or proof of enrolment)
- Proof of health accident insurance valid for the location in which the internship will be carried out. Selected intern must have health insurance.

Stipend

Interns who are not in receipt of financial support from other sources such as universities or other institutions will receive a stipend of EUR1,399.00 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.

Additional Information

Interns are not staff members and may not represent UNU in any official capacity.

Special notice

Please note that the selected candidate must have a Finnish nationality or a valid residence and working permit for Finland.

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.

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.

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.