Business Operations and Coordination Intern, UN Resident Coordinator’s Office

Location: Kampala, UGANDA
Application Deadline: 21-Apr-17 (Midnight New York, USA)
Time left: 11d 20h 51m
Additional Category: Management
Type of Contract: Internship
Post Level: Intern
Languages Required: English
Starting Date: 01-Jun-2017
(date when the selected candidate is expected to start)
Duration of Initial Contract: 3 Months

Background

The United Nations is an impartial and trusted partner in Uganda, supporting the Government to achieve its development goals. The United Nations Country Team (UNCT), is comprised of 22 resident and non-resident UN agencies. The UN Resident Coordinator/UNDP Resident Representative (RC/RR) leads the UNCT and is the highest representative of UNDP in Uganda. The RC/RR is also the Designated Official for security for UN Uganda.

The Government of Uganda and the UN have agreed to adopt the ‘Delivering as One’ (DaO) modality in Uganda to better adapt UN’s support to the national context. ‘Delivering as One’ is an initiative by the United Nations aimed at making the UN better coordinated and more efficient and effective. Within countries the UN aims to achieve this through having One Leader, One Programme, One Budget, and by Operating and Communicating as One.

The Resident Coordinator’s Office, where the intern would be based, supports the Resident Coordinator in achieving ‘Delivering as One’ objectives.

In particular, the intern would be working closely with the Operations Management Team (OMT) comprising of heads of operations, and the United Nations Area Coordinators (UNACs) in the areas where the UN has a strong presence on the ground. To facilitate UNDAF implementation operationally, under the UNCT’s guidance, the OMT has developed the Business Operations Strategy (BoS) to a) promote UN system coherence; b) common services harmonization; c) service quality and efficiency; and d) reduction of transactions cost. The intern will support the RCO OMT/BoS focal point in providing common services business coordination support in Kampala including the UN’s presence in Moroto, Gulu and Mbarara.
Duties and Responsibilities

Under the overall guidance of the Resident Coordinator and the direct supervision of the RCO Field Coordination and Business Operations Specialist, the Coordination Intern will support the Resident Coordinator’s Office in a wide range of UN coordination-related tasks, including:

Business Coordination Support:

Support OMT annual review and planning process;

Support BoS Implementation and Reporting by updating the Knowledge Management system in relations to various OMT working groups;

Attend various working group meetings and keep abreast of the emerging issues:

Common Procurement;

Common Human Resource management;

Common Logistics and Administration;

Common ICT;

Common Finance;

Harmonized Approach to Cash Transfers (in collaboration with programme colleagues).

Support the tracking of common services cost reduction and efficiency gains through LTAs and MoUs usage;

Perform any other tasks as may be assigned by the RCO Field Coordination and Business Operations Specialist;

Engage with a diverse group of partners and close collaboration with all UN entities in the country.

To apply: https://jobs.undp.org/cj_view_job.cfm?cur_job_id=71643