

## TERMS OF REFERENCE

**Position:** Interns to support UNDP Procurement Unit  
**Duty Station:** UNDP Ha Noi  
**Duration:** part time in 6 months - starting as soon as possible



*Empowered lives.  
Resilient nations.*

### Duties and Responsibilities:

The selected intern(s) will work on rotational basis for four Operation Units : Procurement , Budget and Finance, Common Services and HR under the supervision of the respective Unit Heads. S/he will perform the following tasks:

- Assist with admin. work at some stages in the procurement process for small value procurement, cost recovery (e.g. bid opening, preparation of evaluation & contractual documents);
- Assist in preparing payment requests and update payment tract of the unit
- Assist in filling documents of the unit, including: classifying and cataloguing documents into correct files
- Perform other duties as instructed by the Unit Head.

### Qualifications and Experience

The intern should have the following qualifications and skills:

- Be able to communicate in English effectively;
- Good command of computer skills: MSWord and Excel Programme is required;
- Familiarity with database software and adequate skills in data entry;
- Able to verify, correct the inaccurate data in the database.

### Learning Expectations

Although UNDP will not provide interns with a formal training programme, interns will gain hands on experience in administration management, specifically, at the end of the internship, the intern will:

- Get to know how an office operations performs
- Get to know how to handle different administrative issues
- Get to know how the document management system works
- Become familiar with all office equipments and other IT applications
- Become fully capable and confident in working in a multi-culture environment.

Interns will be encouraged to attend briefing sessions on topics of interest to them, and may from time to time take part in relevant UNDP events when available.