

Internship - Job Description

Division/Unit:	Directorate for Operations and Partnerships (DOP)	Reports to:	Executive Director
		Tutor name:	Camilla Leonori, Project Analyst
Duration	6 months	Starting from:	S1 2025

SUMMARY

DOP main responsibilities:

- OPERATIONS: Coordinate operations under the “Projects” component of the UfM methodology to ensure sound management, results on the ground and lasting impact throughout the staged of the project lifecycle including planning, monitoring implementation, risk management through evaluation. Provide methodological guidance and support to divisions and units.
- PARTNERSHIPS: Promote, develop and coordinate cooperation with strategic partners providing financial support to UfM. Coordinate cooperation among UfM development actors to contribute to the UfM mission.

During the internship the following competences will be developed by the Intern:

- Verbal and written communication with internal and external stakeholders in the context of an international organisation.
- Day-to-day management of workload and time including setting priorities in line with organisational objectives.
- Data harvesting, analysis, interpretation, and visualisation.
- Working as a member of the team of the Directorate for Operations and Partnerships, liaising with colleagues from other divisions and units of the organisation as well as external partners.
- Executive competencies including coordination, preparation and presentation in various formats and to various audiences in a convincing manner and supported by evidence.
- Report drafting proficiency.
- Research skills.
- Project and programme management.

PRIMARY RESPONSIBILITIES

The primary responsibilities of the intern in DOP include:

- Support monitoring of projects including analysis of the operational and financial information to ensure operational efficiency, delivery of results and compliance with applicable rules.

- Contribute to risk identification, assessment and mitigation including monitoring of adopted mitigating measures.
- Prepare briefings, minutes, reports, and summaries of meetings, and ensure their consultation and timely distribution.
- Assist the coordination of divisions in the drafting and/or revision of the annual Activity Reports, Work Programs, and Media Reports, for timely adoption.
- Provide support to the Directorate in the implementation of the updated Labelling Guidelines.
- Contribute and assist DOP in the preparations, organization and follow-ups of the 2nd UfM Development Actors meeting (10-11 April 2025).
- Perform other tasks as per the instruction of the Director and/or the Secretary General.

QUALIFICATIONS, SKILLS AND RELEVANT EXPERIENCE:

- A student or a graduate of a Bachelor's or Master's programme in Project Management, Economics, Business Administration, Engineering, or equivalent
- Ability to research, assess and reproduce information with a critical mind
- Excellent English, both oral and written, other languages are an advantage
- IT skills including standard SW, knowledge of advanced SW for project management and social media management welcome
- Developed communication skills adjusted to the interlocutor and environment
- Interest in the project management and cooperation in particular in the UfM context
- Team player with enthusiasm.

MANDATORY REQUIREMENTS

- Eligibility to sign an internship agreement through their University, Academic center, Business School, or Bilaterally for Master preparation.
- Availability for a 6-month internship.
- Official accreditation, NIE (Foreigner Identity Number), and a student visa (where applicable) will be required, along with enrollment in the Spanish Social Security System, prior to the start of the internship.
- Applicants must hold the nationality of a member State of a member state of the UfM.

LANGUAGES

- Excellent command of English, both orally and in writing.
- Knowledge of one of the working languages of the UfMS and/or German and/or Swedish would be an asset.