

Project Management Intern at United Nations Office for Project Services (UNOPS)

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Company: JobWebKenya

Location: Kenya

Category: business-and-financial-operations

Job Description

The United Nations Office for Project Services is an operational arm of the United Nations, dedicated to implementing projects for the United Nations System, international financial institutions, governments and other partners in the aid world.

Functional Responsibilities

At UNOPS, interns join our teams as equal members and are offered a good mix of support work and independent assignments with larger responsibility. Your focus will be on contributing to the development and strengthening of management and oversight in the Africa Region.

Your responsibilities will include:

Perform data collection, analysis, and reporting on a variety of internal financial and non-financial key performance indicators (KPIs)

Assist in the monitoring and implementation of action plans pertaining to Prevention of Sexual Exploitation and Abuse (PSEAH), Gender, Diversity, and Inclusion (GDI), UNOPS People Survey, Internal Control Frameworks (ICF), control self-assessments, Human Resources (HR), and procurement.

Assist in the compilation and maintenance of relevant documents, such as monthly reports, regional management meeting reports, gender reports, standard operating procedures (SoPs), and learning materials

Assist in budgeting activities

Assist in the planning and implementation of knowledge sharing sessions and activities

Liaise with internal partners, including Africa field offices, headquarters groups, and other UNOPS regions, as required

Support in the planning of meetings, events, and field missions

Perform other related duties as required.

Education/Experience/Language requirements

Education:

Applicants must be enrolled in a university degree such as a Bachelor's, Master's, or Ph.D., or have graduated within three years prior to the application date of the internship

Experience:

Strong skills in Google Workspace (Sheets, Docs, Slides) or Microsoft Office equivalent, or other similar software, is desirable

It is an asset to have some experience in data analysis, administration, or project management

Geographical exposure to Africa is desirable

Geographical exposure to Kenya is desirable

Language:

Excellent written and oral skills in English are required

Excellent written and oral skills in French are desirable

Excellent written and oral skills in Swahili are desirable

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