

**Secretariat of the International Renewable Energy Agency (IRENA)
Administration and Management Services (AMS) Division**

Title and Grade:	Intern, Human Resources
Duration of Appointment:	6 Months
Duty Station:	Abu Dhabi (U.A.E.)
Date for Entry on Duty:	As soon as possible

Background

The International Renewable Energy Agency (IRENA) is an intergovernmental organization that supports countries in their transition to a sustainable energy future. At present, IRENA has 170 Members (169 States and the European Union) that acceded to its Statute, and 14 additional States in the process of accession and actively engaged. IRENA serves as the principal platform for international cooperation, a center of excellence, and a repository of policy, technology, resources and financial knowledge on renewable energy. IRENA promotes the widespread adoption and sustainable use of all forms of renewable energy, including bioenergy, geothermal, hydropower, ocean, solar and wind energy, in the pursuit of sustainable development, energy access, energy security and low-carbon economic growth and prosperity.

We are seeking an enthusiastic HR Intern to join our team at IRENA and provide support to our dynamic HR function. Your role will involve performing a variety of recruitment and HR administration tasks, including updating employee records, screening resumes, scheduling interviews and supporting research and analysis on a range of HR matters.

This internship offers an excellent opportunity to gain firsthand experience in HR operations and gain insight into our organization's approach to staff and non-staff recruiting, administration and payroll.

As an HR Intern, you will contribute to the effective implementation of HR policies and procedures. Your responsibilities will include support HR systems, maintaining accurate employee records and assisting with a variety of HR-related activities e.g. non-staff recruitments. This role will leverage your attention to detail and strong organizational and communication skills to ensure seamless HR operations

If you are eager to kickstart your HR career and work in a dynamic environment that values growth and development, we look forward to meeting you and providing you with valuable learning experience.

Objectives of the Internship Assignment

The intern will support the activities of the Human Resource Team in the Administration and Management Services Division in IRENA Headquarters in Abu Dhabi.

Duties and Responsibilities

Under the general supervision of the Chief of HR, and in close coordination with relevant HR staff, the

Intern will be responsible for the following duties:

- Support the Human Resources team in enhancing onboarding processes and creating supportive systems and tools.
- Post, update and remove job ads from Agency job sites, careers pages and social networks.
- Screen resumes and application forms; schedule and confirm interviews with candidates.
- Update internal databases with new employee information, including contact details and employment forms.
- Collect and consolidate payroll data including leaves, working hours, bank accounts, etc.
- Assist in research and analysis of employee enquiries on benefits and entitlements (including leave, allowances, etc.).
- Assist in the review and distribution of organization's policies in digital formats.
- Assist in gathering consultants' information, review of appropriate documentation to ensure compliance with established norms and policies.
- Assist in the implementation of special HR projects including establishment of consultants' roster, performance management database and development and implementation of relevant templates and forms.

Learning Areas

This internship will allow the intern to:

- a. Develop a comprehensive understanding of HR policies, procedures, and best practices, including recruitment, employee benefits, and performance management.
- b. Enhance analytical, organizational, communication, and writing skills in the context of HR operations.
- c. Gain hands-on experience and build expertise in human resources while working in a multicultural environment.

Timeframe

The internship is for six months commencing as soon as possible.

Minimum Requirements

- Candidates must have completed an undergraduate degree and be enrolled in a Master's or doctorate programme at a recognized university at the time of application and for the duration of the internship. Recent graduates will also be included in the internship programme provided the start date of the internship is less than six months from the completion of studies.

- Candidates must be fluent in English (both oral and written) and demonstrate excellent writing and communication skills.
- Competencies: Candidates should demonstrate solid teamwork, planning and organizing, professionalism, communication skills and accountability.
- Candidates must be able to work in a multi-cultural and multi-disciplinary environment.
- Preference will be given to candidates pursuing studies in human resources management or in a related field. Certifications in HR or experience with HR/IT systems will be considered an asset.
- Excellent analytical, writing and editing skills
- Candidates must be able to work in a multi-cultural and multi-disciplinary environment.
- Candidates should indicate in their cover letter the period of availability.

Internship Conditions

IRENA interns are not considered to be staff members. The selected intern will work on a full-time basis (35 hours per week) as per the working hours of IRENA premises in Abu Dhabi, UAE.

Application Procedure

IRENA wishes to encourage applications from female candidates.

Please note that only candidates under serious consideration will be contacted for an interview and will receive notice of the outcome of the selection process.