

**Secretariat of the International Renewable Energy Agency (IRENA)  
Office of the Director-General (ODG)**

<b>Title and Grade:</b>	<b>Intern, Governance Support Office GSO</b>
<b>Duration of Appointment:</b>	<b>6 Months</b>
<b>Duty Station:</b>	<b>Abu Dhabi</b>
<b>Date for Entry on Duty:</b>	<b>As soon as Possible</b>

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**Background**

The International Renewable Energy Agency (IRENA) is an inter-governmental organization headquartered in Abu Dhabi, mandated to promote the widespread and increased adoption and sustainable use of all forms of renewable energy in the pursuit of sustainable development, energy access, energy security and low-carbon economic growth and prosperity. IRENA's mission is to play a leading role in the ongoing transformation of the global energy systems as a centre of excellence for knowledge and innovation, a global voice of renewable energy, a network hub for all stakeholders and a source of advice and support for countries. 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.

The Agency implements its mandate with the view to sustainable development, increased energy security and low-carbon economic growth and prosperity.

**Objectives of the Internship Assignment**

The internship post is located in the Governance Support Office (GSO) within the Office of the Director-General (ODG). The intern will provide support to the work of the youth and parliamentary engagement functions, particularly in the implementation of specific activities and initiatives taking place in 2025, as well as other initiatives related to the Agency's Governing Body Meetings.

**Particular Functions**

In line with the objectives outlined above, the intern is expected to perform a range of substantive, technical and functions, including but not limited to:

- Supporting the work associated with convening sessions and meetings of the Agency's governing bodies (the Assembly, the Council and their committees) with a view to obtaining the best results for the Agency and all its Members, while meeting agreed timelines, and the highest levels of transparency, accuracy and consistency, while ensuring a smooth conduct of the meetings, by assisting in:

- the preparation of a comprehensive annual meeting plan, ensuring that all relevant rules, regulations and budgetary requirements are adhered to, and that previous decisions on the arrangements for meetings and sessions are followed up on in a systematic and comprehensive manner;
- coordinating with IRENA Divisions on their input and requirements in preparing for plenary discussions of the Assembly, the Council and related meetings;
- contributing, together with other IRENA staff, to the coordination of administrative, organizational and logistical arrangements for the meetings of the Agency's Governing Bodies and related special events.

Providing support for meetings including:

- registration process for participants for the meetings of the governing bodies, including meeting applications;
- Drafting formal correspondence;
- anticipating and considering contingency plans in the event of unforeseen incidents;
- maintaining the contact database with all units involved for the timely delivery of meeting participation and requirements;
- drafting and distributing evaluation forms; ensuring that feedback is received.
- Supporting the development of specific outputs, including but not limited to: webinars, website materials, technical and non-technical reports, workshop presentations, and outcome documents, and a wide range of communication materials;
- Carrying out research and compiling briefs in preparation of other parliamentary and youth meetings that IRENA may participate;
- Assisting in the drafting of targeted communication outputs for parliamentarians and youth;
- Contributing to the development of an efficient filing system;
- Maintaining accurate records, background information, relating to the Assembly, Council and related meetings organized by IRENA to ensure accurate and complete records management;
- Supporting web content development and management;
- Performing any other duties as required.

### **Learning Areas**

During the internship period, the successful applicant will develop an understanding of the IRENA's governing bodies strategy, develop skills relating to planning and organizing and substantive support. The intern will also be able to further develop their skills related to research, analytical thinking, drafting, meeting organisation, communications and social media.

### **Timeframe**

The internship is for a period of six months. The exact period will be determined based on the availability of the intern and the needs of the programme. The maximum duration of the internship is nine months, subject to the intern's continued university enrolment and performance.

### **Minimum Requirements**

- Candidates shall be advanced in their undergraduate studies or be enrolled in a Master's or doctorate programme at a recognized university at the time of application. Recent graduates may also be included in the programme provided the start date of the internship is less than six months since their graduation.
- Preference will be given to those studying: International Relations, Political Science, Public Administration, Law, Sustainable Development and related fields.
- Candidates must be fluent in English (both oral and written) and demonstrate excellent writing and communication skills. A working knowledge of Arabic and French is an advantage.
- Knowledge of social media communication strategies, content management systems or virtual event software is an advantage.
- Competencies: Candidates should demonstrate solid teamwork, planning and organizing, professionalism and communications 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.