

**Secretariat of the International Renewable Energy Agency (IRENA)
Innovation and Technology Centre (IITC) Division**

Title and Grade:	Intern, Office of the Director of IITC
Duration of Appointment:	6 months
Duty Station:	Bonn, Germany
Date for Entry on Duty:	As soon as possible

Background

The International Renewable Energy Agency (IRENA) is an inter-governmental organisation 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. To achieve this goal, IRENA's Innovation and Technology Centre (IITC) has provided a range of insights on possible paths for such a transformation, spanning multiple geographic areas, sectors and topics. Models, scenarios, and planning processes play key roles in the development of transition paths.

Objectives of the Internship Assignment

The internship post is located in the Office of the Director of IRENA Innovation and Technology Centre. The intern will provide support to the work of the Director and the Director's Office, particularly in the implementation of the outreach activities for selected activities taking place in 2025.

Particular Functions

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

- Assisting in the preparation and the organization of IRENA's contribution to IRENA Innovation Week (Q2 2025), COP30 (Q4 2025), and other multilateral stakeholder events and fora.
- Supporting outreach with regard to the events above and other activities of the Director's Office, including:
 - Assisting in the research and preparation of written content and drafting presentations, talking points, news articles, and social media posts;
 - Monitoring and analyzing statistics related to outreach activities ;
 - Assisting with coordinating functions of the Director's Office within IITC and with IRENA Headquarter,
 - Assisting with preparation of staff meetings.
- Perform other related tasks as required.

Learning Areas

During the internship period, the successful applicant will develop a deep understanding of the management processes, including, in particular, issues related to the climate technology development and transfer, multilateral engagement and communication. The position is working horizontally with all teams in IITC, including but not limited to Power Systems, Innovation, Infrastructure, and End-Uses. The intern will also be able to further develop their skills related to research, analytical thinking, drafting, meeting organization, communications and social media.

Timeframe

The internship is for a period of **six** months commencing as soon as possible. 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 performance.

Minimum Requirements

- Candidates shall have just completed their undergraduate studies or be enrolled in a Master's programme at a recognised university at the time of application. Recent graduates may also be considered provided the start date of the internship is less than six months since their graduation
- Preference will be given to those studying: Energy and Technology, Social Sciences, Economics, or a related field.

- Excellent communication skills in English (spoken and written).
- Ability to work independently and collaboratively in a multicultural environment.
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- 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 their 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.