



# UNODC

United Nations Office on Drugs and Crime

Regional Office for the Middle East and North Africa

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## **Internship Opportunity UNODC Regional Office for the Middle East and North Africa in Cairo**

This internship will be with the UNODC Regional Office for the Middle East and North Africa (ROMENA) in Cairo for a maximum of 6 months.

The terms of reference and qualification requirements are included below.

### **Internship Objective:**

The objective of the internship is to gain expertise in the Information Communication Technology (ICT) and to be familiarized with UNODC practices.

### **Specific Assignment:**

Under the overall supervision of the UNODC Regional Representative for the Middle East and North Africa and direct supervision of the ICT Associate, the intern will gain first-hand knowledge and expertise in UNODC activities relating to ICT, and will contribute to the implementation of ICT plan.

### **Daily Assignments:**

- Provide ICT Technical/user documentation.
- Provide technical support services for Infrastructure / Provision of User Services.
- Troubleshoot, maintain, upgrade, and provide solutions to hardware/software problems.
- Design, develop and modify software applications.
- Develop user requirements and specifications for software and equipment.
- Work with software applications and ability to develop/ implement of solutions.
- Performs other duties as required.

### **Learning elements:**

After a six-month assignment, the intern will have gained expertise and experience in ICT tools, maintenance and administrative work for the United Nations, as well as ICT technical support.

### **Qualifications/Skills:**

- Applicants should be enrolled in post graduate university or have completed a university degree no more than one year ago in, Computer Science, or other relevant programmes relevant to the mandate of UNODC. Relevant certifications in hardware and software management and application would be desirable.
- No professional experience is required.
- Strong interest in working in the UN system, particularly on drug- and crime-related issues.
- General IT competence and command of main office software programmes.
- Internet communication and searching skills.
- Ability to work in a multi-cultural environment and a strong team working capacity.

**Languages:**

Excellent knowledge of Arabic and English with fluency in speaking, reading and writing.

**Financial Aspects**

The United Nations Office on Drugs and Crime does not remunerate interns in any way. Costs and arrangements for travel, visas, health insurance, accommodation and living expenses are the responsibility of the interns or their sponsoring institutions. Interns will not be entitled to any compensation for travel arrangements to and from the work location. Interns do not receive a salary or emoluments from the United Nations.

**Terms of Appointment**

Duration of the internship is 2-6 months. Participating interns are required to work full-time during office hours. Time is allowed for outside research work and interviews.

**Duty Station**

Participating interns will work at the UNODC Regional Office in Cairo.

To apply, students or fresh grads interested in UNODC internship programme should submit:

- A Curriculum Vitae (CV)
- A cover letter in English (150-250 words) outlining their reasons for doing an internship.

Interested should email their application to [hr.egypt@unodc.org](mailto:hr.egypt@unodc.org) with deadline 30 June 2017.