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| **Terms of Reference** | | | | | | | | | | |
| **Post Title:** | | | Intern (administration) | | | **Duty station:** | | Madrid, Spain | | |
| **Department:** | | | Statistics Department | | |  | |  | | |
| **Type of Assignment:** | | | n.a | | |
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| **DUTIES AND RESPONSIBILITIES** | | | | | | | | | | |
| Under the supervision of the Chief (a.i.), Statistics Department, the incumbent performs the following duties:   1. Provides general support for developing the Department’s work which may include (but not limited to):    1. Assist in outreach and communication activities (website, social media, etc.);    2. Provides support in liaising with countries for data reporting    3. Assist in the organization of internal and external meetings, including providing logistical support;    4. Assist in the drafting and coordination of concept notes, background documents, reports, issue briefs, talking points, and presentations    5. Assists in carrying out research on good practices and relevant norms and standards 2. Contributes to fulfil the Department’s administrative responsibilities, including:    1. Drafting and processing internal and external correspondence;    2. Supporting internal administrative processes, documentation and liaising 3. Performs other tasks as required. | | | | | | | | | | |
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| **REQUIREMENTS** | | | | | | | | | | | |
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| **Academic** | | | | * Under-graduate or post-graduate studies in the field of economics, business administration, sustainable development, international relations, or a related field | | | | | | | |
| **Experience** | | | | * Experience in multicultural environment | | | | | | | |
| **Languages** | | | | * Fluency in English is essential; * Good working knowledge of one or two other official languages of the Organization (Arabic, French, Spanish or Russian) is an asset. | | | | | | | |
| **Computer Skills** | | | | * Computer literacy in Microsoft Office software and Windows 10 * Knowledge of Microsoft Access is an asset * Knowledge of statistical software (like SPPS, STATA, EViews or R) and/or data visualization software (like Flourish or Tableau) is an asset | | | | | | | |
| **Other Skills and Competencies** | | | | * Professionalism, integrity, respect for diversity * Planning and organizing skills, ability to work independently; * Flexibility, tact and discretion; * Communication skills; * Ability to work harmoniously with people in an international environment; | | | | | | | |