



*Empowered lives.  
Resilient nations.*

## **UNITED NATIONS DEVELOPMENT PROGRAMME**

### **JOB DESCRIPTION-INTERNSHIP**

#### **Position Information:**

**Title:** Operation Intern  
**Duration:** 6 months (starting Jun or July 2019)  
**Reports To:** Ge Yunyan, Operations Manager  
**Team:** Operations Team

#### **Job Description:**

- Conduct market research and supplier sourcing
- Consolidate asset data and supporting document
- Help develop Term of Reference, Request for Quotation and Request for Proposal
- Assist managing competitive bidding process including bid opening, bid evaluation, consolidate evaluation document
- Assist development of UN products Archive purchases orders, contracts and other procurement related files and update and maintain database;
- Collect, search and compile potential suppliers list
- Archive travel purchase orders and related files
- Update and perfect the UNDP product catalogue
- Update consultant roaster and supplier roaster
- Backup the Receptionist/Administrative Asistand when he/she is one leave/mission
- Provide logistic support for events, missions and conference
- Performs miscellaneous job-related duties as assigned.

#### **Recruitment Qualifications**

- Undergraduate study
- Good communication and sense of judgment
- Database management skills;
- Detail-oriented, preferably with previous administrative and office management experience;
- Eager to learn new things and gradually adapt the theory into work
- Ability to work independently;
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.);
- Good English and Chinese language skills