

Terms of References of Internship

Operations Section, Yaounde Office

I. General Information

Title:	Operations Intern
Sector of Assignment:	Risk & Compliance
Location:	Yaounde (Cameroon)
Duration:	4 months

II. Supervision

Under the supervision and guidance of the supervisor, Risk& Compliance Specialist, Intern is responsible for review of HACT micro-assessment and assurances activities reports.

III. Duties and Responsibilities

The Intern will have the following specific duties and responsibilities:

- Review of HACT micro-assessment and assurances activities reports, ensuring compliance with TOR, report formats and completeness of required information.
- Follow-up of the finalization of reports, their recording and Final action in in etools.
- Verification of completeness and recommendations recorded in e-tools,
- Verification of Actions points required to be recorded in e-tools.
- Verification of the correctness of ineligible expenses in reports and e-tools.
- Verification of the correctness of recording of risk levels attributed to microassessed partners in e-tools and their accordance with reports risks level.
- Drafting letters addressed to partners on ineligibles expenses reimbursements.

IV. Learning Expectations Qualifications

It is expected that through the tasks assigned, the Intern will deepen his/her knowledge on UNCEF quality assurance, internal control and HACT activities, procedures, and policies.

- A university degree preferably in accounting, Finance, audit with master's degree or currently pursuing master's degree will be given preference;
- Good interpersonal, networking and communication skills;
- Fluency in spoken and written English;
- Computer skills (i.e. Word, Excel, PowerPoint, and social media);
- Ability to coordinate with teams, support data analysis and minutes writing.