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| **http://intra.undp.org.cn/Brading/Logo/UNDP%20Logo/UNDP%20Logo%20with%20English%20Tagline/UNDP_Logo-Blue%20w%20Tagline-ENG.png** | **UNITED NATIONS DEVELOPMENT PROGRAMME**  **JOB DESCRIPTION-INTERNSHIP** |

**Position Information:**

**Duration: From June/July To December 2017**

**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
* 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
* 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