

Vacancy Announcement
Secretariat of the International Renewable Energy Agency (IRENA)
Office of the Director- General (ODG) Division

Title and Grade:	Intern – Monitoring, Data and Reporting Support (PPS)
Duration of Appointment:	9 months
Duty Station:	Bonn, Germany
Date for Entry on Duty:	As soon as possible

Background

The International Renewable Energy Agency (IRENA) is an inter-governmental organisation headquartered in Abu Dhabi, mandated to promote the widespread and increased adoption and sustainable use of all forms of renewable energy in the pursuit of sustainable development, energy access, energy security and low-carbon economic growth and prosperity. IRENA's mission is to play a leading role in the ongoing transformation of the global energy systems as a centre of excellence for knowledge and innovation, a global voice of renewable energy, a network hub for all stakeholders and a source of advice and support for countries. At present, IRENA has 171 Members (170 States and the European Union) that acceded to its Statute.

Objectives of the Internship Assignment

The internship aims to support the establishment of a structured and efficient data management and reporting framework within the Planning and Programme Support (PPS) Unit. The intern will contribute to developing and maintaining databases, tracking tables, and reporting tools (including Excel- and Power BI-based dashboards), improving the organization, accuracy, and accessibility of key PPS information, and supporting standardized workflows for data collection and updates across divisions/units. By strengthening data quality, streamlining reporting processes, and improving the availability of timely insights, the assignment will help enhance internal coordination and evidence-based decision-making in support of IRENA's programmatic delivery and resource management.

Particular Functions

In line with the objectives outlined above, the intern will contribute to:

- Support the development, cleaning, and maintenance of internal databases and structured datasets used by PPS (e.g., voluntary contributions/grants tracking, reporting calendars, pipeline trackers), ensuring data completeness and consistency.
- Develop and maintain tracking tables in Excel (e.g., pipeline/status trackers, reporting schedules, deliverables matrices), applying data validation, consistent naming conventions, and version control.
- Support the preparation and updating of Power BI dashboards and/or Excel dashboards, including data preparation, refresh routines, and basic visualizations aligned with PPS reporting needs.
- Assist in preparing periodic reports and summaries (tables, charts, short narratives) for internal coordination and management updates, ensuring accuracy and clear presentation of key messages.
- Support the consolidation of inputs from colleagues across divisions/units for data calls related to planning, progress tracking, and donor reporting (as applicable), and follow up on missing information.
- Contribute to improving internal templates and tools (e.g., tracker formats, reporting tables, standard charts) and help document simple “how-to” notes to support consistent use by the team.
- Perform other related tasks as required.

Learning Areas

During the internship, the selected candidate will gain exposure to best practices in data management, tracking, and reporting within an international organization, learning how to structure, validate, and maintain datasets and trackers to support operational oversight and institutional reporting. The intern will strengthen practical skills in advanced Excel and Power BI, including data cleaning, transformation, visualization, and refresh routines for dashboards. Additionally, the intern will gain an understanding of programme planning and performance reporting processes, particularly how data supports coordination, resource management, and decision-making—and will have the opportunity to collaborate across divisions/units in a multicultural and multidisciplinary environment.

Timeframe

The internship is for a period of nine months commencing as soon as possible.

Minimum Requirements

- Candidates shall have just completed their undergraduate studies or be enrolled in a Master's programme at a recognised university at the time of application. Recent graduates may also be considered provided the start date of the internship is less than six months since their graduation.
- Preference would be given to the candidates with qualification Data Science, Information Management, Engineering, Business Administration or related field.
- Strong analytical and organizational skills, with an interest in data management.
- Proficiency in Excel, including advanced functions for data analysis and visualization.
- Familiarity with Power BI or similar data visualization tools.
- Familiarity with data structuring, documentation, and quality control.
- Excellent communication skills in English (spoken and written).
- Ability to work independently and collaboratively in a multicultural environment.
- Candidates should demonstrate solid teamwork, planning and organizing, professionalism and communications skills.
- Candidates must be able to work in a multi-cultural and multi-disciplinary environment.
- Candidates should indicate in their cover letter their period of availability.

Internship Conditions

Interns of IRENA are not considered to be staff members. The selected intern will work on a full-time basis at the IRENA premises in Bonn, Germany.

IRENA does not issue interns with visa. The conditions for application for this internship are:

- Intern is an international student studying in Germany and hence does not require to apply for a German visa and work permit.
- Intern is an international student studying outside of Germany but has a scholarship specifically recognised by the EU, e.g. Erasmus, and any others, hence is provided with a work permit automatically and a German visa following submission of all relevant documentation.

Application Procedure

IRENA wishes to encourage applications from female candidates.

Please note that only candidates under serious consideration will be contacted for an interview and will receive notice of the outcome of the selection process.