

Posting Title : Information Technology Intern  
Department/ Office : Regional Service Centre at Entebbe  
Location : Entebbe  
Posting Period : 3 July 2026 - 12 July 2026  
Job Opening number : 26-Regional Service Centre at Entebbe-280472-Intern

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**United Nations Core Values: Integrity, Professionalism, Respect for Diversity**

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## **Duties and Responsibilities**

### Org. Setting and Reporting

The Department of Operational Support (DOS) was established to provide end-to-end operational support, advisory services, and other solutions to operating entities across the Secretariat, including departments, offices away from headquarters, peace operations, and regional commissions. The Regional Service Centre in Entebbe, Uganda (RSCE), was established in July 2010 following the adoption of General Assembly resolution 64/269. The Centre provides efficient, client-oriented, and scalable services to client entities. This includes transactional elements of human resources, finance, multimodal movement and control, personnel and cargo transport and information and communications technology (ICT) support. In addition to these services, the Office of the Director RSCE and support offices through the Deputy Director RSCE provide overall guidance on the operations of the RSCE, including strategic planning, communication, budgeting, human resources management, property management, quality assurance and business intelligence, conference services, record keeping and archive management, and audit response and risk management.

For more information, please visit <https://rsce.unmissions.org>.

This internship opportunity is in the Operations Unit of the Regional Field Technology Service (RFTS) at the Regional Service Centre Entebbe (RSCE). The Intern will work under the supervision of the Chief of Unit.

The Intern will be responsible for the following duties:

- Job shadow in various units, including ICT operations, Project Management, Automation, Business Relationship Management (BRM), Administration, and Data Analytics.
- Assist the ICT team in analysing workflow requirements and automating repetitive and manual tasks (using Power Automate or other workflow automation tools) to streamline business processes and improve efficiency.

- Support end-users in troubleshooting and resolving application, device, and network issues.
- Assist in creating comprehensive user documentation, including guides, to facilitate end-users' understanding and efficient utilisation of ICT systems and applications.
- Perform other duties as assigned by the supervisor.

## Learning Objectives

The intern will be part of the larger ICT team and benefit from exposure to the United Nations Entebbe Campus network. This will help the intern gain insights into broader ICT strategies, projects, and initiatives within the Regional Service Centre, Entebbe (RSCE). Interns will also develop practical ICT support and service delivery skills and familiarise themselves with various technology tools and platforms.

## COMPETENCES

**Professionalism:** Shows pride in work and in achievements. Demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns. Shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.

**Teamwork:** Works collaboratively with colleagues to achieve organizational goals. Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others. Places team agenda before personal agenda. Supports and acts in accordance with final group decisions, even when such decisions may not entirely reflect own position. Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

**Planning & Organizing:** Develops clear goals that are consistent with agreed strategies. Identifies priority activities and assignments; adjusts priorities as required. Allocates appropriate amount of time and resources for completing work. Foresees risks and allows for contingencies when planning. Monitors and adjusts plans and actions as necessary. Uses time efficiently

## **Work Location**

Entebbe

## **Expected duration and desired start date**

Three (3) months

## **Qualifications/special skills**

Applicants must meet one of the following requirements:

(a) Be enrolled in, or have completed, a graduate school programme (second university degree or equivalent, or higher) in Computer Science, Information Technology, Business Information Technology, or other relevant academic fields; or,

(b) Be enrolled in, or have completed, the final academic year of a first university degree programme (minimum bachelor's level or equivalent) in Computer Science, Information Technology, Business Information Technology, or other relevant academic fields.

No working experience is required to apply for the United Nations Internship Programme. Your training, education, advance course work or skills should benefit the United Nations during your internship.

Knowledge of drone operation, maintenance, and safety protocols is desirable.

Proficiency in Microsoft 365 Productivity suite and office equipment is desirable.

Familiarity with Microsoft Power Platform, especially Power Apps and Power Automate is desirable.

Knowledge of structured cabling, microwave, satellite communications, and physical security and access control systems is desirable.

Knowledge of Information Technology Infrastructure Library (ITIL) and PRINCE2 methodologies is desirable.

A Drone Pilot Certificate, compliant with KCAA regulations is desirable.

## **Language**

English and French are the working languages of the United Nations Secretariat. For the advertised internship, fluency in English is required. Knowledge of French is desirable.

## **Additional Information**

This internship is for an initial period of three (3) months, which may be extended to a maximum duration of six (6) months.

The Intern will work full-time (5) five days, (40) forty hours per week, in person at the duty station.

The Motivation Statement must include:

- Title of degree you studied/ are studying
- Graduation date (when will you graduate or when did you graduate?)

- List the IT skills and programmes that you are proficient in
- Explanation of your interest in the United Nations Internship Programme
- Your availability for the internship

The intern will be expected to have the ability to work in a multi-cultural environment with sensitivity and respect for diversity.

An impeccable record of integrity and professional ethical standards is essential.

RSCE is committed to diversity and inclusion within its workforce and encourages all candidates irrespective of gender, nationality, religious and ethnic backgrounds, including persons with disabilities, to apply.

### **Intern Specific text**

Interns are not financially remunerated by the United Nations. Costs and arrangements for travel, visas, accommodation and living expenses are the responsibility of interns or their sponsoring institutions. Interns who are not citizens or permanent residents of the country where the internship is undertaken, may be required to obtain the appropriate visa and work/employment authorization. Successful candidates should discuss their specific visa requirements before accepting the internship offer.

### **No Fee**

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.