Internships

Objectives
The Internship Programme is intended to offer participants on-the-job practical training and to promote their understanding of the Organization’s goals and objectives. Participants in the Internship Programme (‘Interns’) will primarily support and assist Secretariat staff within the framework of a specific subject and within a limited period of time.

Professional benefits to interns
Participants have the chance to benefit from the Internship Programme in the following ways:

- Learning through involvement in a specific task/research programme/study of the Secretariat
- Gaining experience of the Secretariat’s work with the objective of deepening their knowledge
- Enhancing professional experience through practical work assignments
- Enhancing and broadening their career outlooks, as a result of the experience and insights gained at OPEC

Eligibility

- The Internship Programme is open to applicants of all nationalities; however, preference will be given to nationals from OPEC Member Countries.
- Applicants are expected to be recent university graduates or enrolled in the final year of a university first degree programme.
- Participants are expected to be able to undertake the programme in English, which is the working language of the Secretariat.

Expected outcome and deliverables

- Participants in the Internship Programme will be directly involved in specific research/tasks undertaken by the Secretariat.
- Every intern is required to deliver a report on tasks accomplished to his/her respective supervisor.

Duration and working Hours
The duration of an internship is a minimum of one month, up to a maximum of six months, depending on the need of the relevant department, unit or office. During their stay in the Secretariat, Interns are expected to observe the official working hours of the Secretariat. Participation in the OPEC Internship Programme is a one-time-only opportunity; it is not possible to have a second spell as an intern.

Allowances, accommodation, travel and insurance
Interns will be entitled to receive a daily subsistence allowance whose size will depend on the level of their academic degree. The allowance is calculated on the following hourly scale:

- 4 euros per hours for students enrolled in the final year of a first degree programme
- 5 euros per hours for BA/BSc holders
- 7 euros per hours for MA/MSc holders
- 8 euros per hours for PhD students/holders.
For Interns who have to relocate to Vienna to conduct their programme, the Secretariat will arrange and pay for Intern accommodation, accepting the most reasonable housing available. Interns who choose to make their own arrangements will be refunded the net amount usually paid by the Secretariat with a ceiling of €50 per day, upon presenting a lease agreement/booking confirmation and proof of payment. No other payments, benefits and/or allowances of any kind will be paid by the Secretariat to the Interns.

Interns will be enrolled in the accident insurance scheme of the Organization for the duration of their internship only. In addition, all Interns must arrange for personal and adequate health/sickness insurance coverage for the same period. The Secretariat will not be responsible for any health/sickness claims made during the period of the internship.

Applications

Applicants should please complete the form called “Application Form for Internship” which may be downloaded from our homepage (www.opec.org) and send it to internship@opec.org

Online applicants should quote the related reference number in the “Subject” field of the email (i.e. IP-LO-1; see the example).

An automatic reply will be sent to confirm the successful submission of the documents.

The deadline for receipt of applications is 1 July 2022. Acknowledgements will only be sent to short-listed candidates. The selection process will take place on an on-going basis and the topics will be removed as soon as candidates are selected.

Internship Topics

<table>
<thead>
<tr>
<th>Department</th>
<th>Topic</th>
<th>Objectives</th>
<th>Reference Number</th>
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<tbody>
<tr>
<td>Legal Office</td>
<td>Judicial and administrative decisions on climate matters</td>
<td>The number of litigation cases (and administrative procedures) on climate matters and the energy industry has exponentially increased worldwide. Some rulings are already emerging, forcing both governments and private actors to adjust to achieving specific climate objectives. The selected candidate will evaluate several rulings from various courts and agencies around the world, analyse similarities and differences, and determine prospective paths or trends in the climate legal debate due to the judicial and administrative decisions taken.</td>
<td>IP-LO-1</td>
</tr>
<tr>
<td>Legal Office</td>
<td>Analysis on legal risks for international organizations</td>
<td>In a world where the role of international organizations is growing, their resources are limited, and there is an increasing trend of risks. Thus, every organization needs to develop a</td>
<td>IP-LO-2</td>
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<tr>
<td>Department</td>
<td>Position</td>
<td>Task Description</td>
<td>Code</td>
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<tr>
<td>Legal Office</td>
<td>Fiscal regulations for the energy industry</td>
<td>The energy sector is a key component of the economy of all countries. The fiscal pressure has been traditionally large on the sector and is increasing further, given the trend for carbon taxation or pricing that is being applied in several jurisdictions. The selected candidate will analyse the legislation in several resource-rich countries, determine the characteristics of the fiscal burden imposed on the extractives industry at all national levels, and compare the pressure different governments apply in the sector.</td>
<td>IP-LO-3</td>
</tr>
<tr>
<td>Legal Office</td>
<td>Role of softlaw and ESG in current energy law developments</td>
<td>Given the relevance and market power of global players in the world economy, private entities (insurance companies, financial sector, major transnational companies, technology companies) have taken a new role as quasi-regulators. The successful candidate will select a sample of organizations and/or initiatives that aim to create soft (non-government) regulations for other players in the marketplace, especially in the ESG sector; analyse their reach from the jurisdictional perspective and potential overlap with international and national law, as well as practical consequences for actors in the energy sector.</td>
<td>IP-LO-4</td>
</tr>
<tr>
<td>PR &amp; Information Department</td>
<td>Information Assistant</td>
<td>The Department is responsible for • Presenting OPEC objectives, decisions and actions in their true and most desirable perspective; • Disseminating news of general interest regarding the Organization and the Member Countries on energy and related matters; and • Carrying out a central information programme and identifying suitable areas for the promotion of the Organization’s aims and image.</td>
<td>IP-PRID-1</td>
</tr>
<tr>
<td>Energy Studies Department</td>
<td>Upstream policy developments in major Non-OPEC producing regions</td>
<td>The purpose of this study is to explore recent liquids-supply-related policy developments, with a focus on the US, Canada and Europe, and how they might impact the outlook for future liquids supply in these regions. Relevant policies could include, but not be limited to, new rules on methane emissions, flaring, CO2 taxes and other environmental-focused initiatives. Moreover, specifically in the US, changes proposed by the current administration, including new regulations on leasing of drilling acreage, lease sales, access to federal lands/waters and royalties should be discussed as relevant. The study would focus on crude oil and not discuss biofuels and related policies.</td>
<td>IP-ESD-1</td>
</tr>
<tr>
<td>Energy Studies Department</td>
<td>ESG and its impact on investment in the Fossil fuel sector</td>
<td>There is a recent decrease of capital for investment in the oil sector globally. In the past, capital for investment in the oil sector is cyclical, that is when oil prices are low capital for energy investment will seek other sources of energy that are more lucrative until oil prices rebound and it will return. However, what is happening now is that capital is being gradually withdrawn from the oil sector and going into investment in other energy sources like renewables and other forms of cleaner energy without returning back to the</td>
<td>IP-ESD-2</td>
</tr>
</tbody>
</table>
oil sector. The global pool of capital for investment in the oil sector is decreasing, this is why most countries like the EU, China Japan and the US are no longer static, and they are moving quickly to reform so that they can draw from whatever capital is available.

Moreover, the World bank and other financial institutions are making it increasingly difficult for the crude oil industry to get loans from these institutions to finance exploration and production activities, this is so because of the Environmental Social & Governance (ESG) goals being promoted globally by the United Nations and other Climate change inclined countries to achieve SDG 13 and the Paris Agreement goals.

Insight as to the challenges, mitigation and recommendations can be provided for reference.

Energy Studies Department

Strategies of international and national oil companies

This study will look into the strategies of select international and national oil & gas companies in the evolving energy transition. It will shed more light on recent announcements of some international oil & gas companies (IOCs) to expand the business beyond oil & gas into sectors such as renewables, hydrogen, energy services etc. At the same time, the study will explore long-term targets of select national oil companies (NOCs) related to the evolving energy landscape and possible diversification within and beyond the oil & gas sector. Finally, the study will explore strategies of both IOCs and NOCs to improve environmental credentials of oil & gas by reducing the CO2 footprint of their operations as well as investing into CCUS and/or carbon offsets.

Renewable electricity in selected regions: key trends and outlook

This study will explore the recent developments related to the expansion of renewable electricity (primarily solar and wind but also other technologies such as geothermal and tide, but excluding established technologies such as hydro.) in the power sector of major countries/regions such as the Europe, US, China, India and the Middle East. The study will review the relevant energy and climate policies which support the expansion of renewables in these regions, including medium- and long-term
targets. It will also analyze cost developments of the renewable generation on the regional level and their position relative to other technologies in the power generation mix. In addition, issues related to hydrogen production and potential implications for renewable electricity generation will be addressed. Any limiting factors such as supply chain disruptions, available acreage, system integration and the issue of energy storage will also be discussed. Finally, the study will provide a long-term outlook for renewable electricity generation in select regions.

| Petroleum Studies Department | Historical comparison of short-term forecasts for the global economy, oil demand and non-OPEC supply by region | The objective of this project is to create a data base/spread sheet compiling historical short-term forecasts by region for the global economy, oil demand and non-OPEC supply by a range of forecasting agencies. The Petroleum Studies Department (PSD) is responsible for continuous monitoring of oil and product market developments in the short-term, and reporting thereon in a timely and precise manner to Member Countries. Its objective is to provide pertinent and reliable information and analyses in support of decision-making and policy-making in Member Countries. Within the scope of the Department’s work programme, PSD is conducting a series of regular forecasts for the growth of the world economy, oil demand and non-OPEC supply. Moreover, and in order to gauge its assessments relative to the forecasts of others, the Department is seeking to develop and populate a data base/spread sheet with data on historical forecasts on a regional basis, dating back to 2015, as published by key forecasting agencies and consultancies. This spread sheet should be set up to be updated on a regular basis and serve as a valuable comparative asset to the work of the Department. The project will cover the following regions, as available: World, OECD, OECD Americas, OECD Asia Pacific, OECD Europe, non-OECD, Africa, Latin America, Other Asia, Middle East and Eurasia. Additionally, forecasts for key countries, |
|---|---|---|---|---|

| IP-PSD-1 | | | | |
such as the US, China and India, should be highlighted.

The main agencies whose data will be compared will include the IEA, EIA, IMF, World Bank, Platts, Argus, ESAI, Energy Intelligence, IHS Markit, Wood Mackenzie and other agencies and consultancies, from which such data is available in the Research Division.

Scope and eligibility requirements

This internship project is planned to last for a total of six weeks, subject to extension, if deemed necessary.

The project data will be provided in the form of regular monthly reports issued by the above-mentioned agencies, from which the required data is to be extracted and implemented into a spreadsheet created for this purpose. Moreover, key findings in forecasting trends should be explored and highlighted in graphic form.

The nature of this internship is well suited for a university student who is keen on working with data and looking to gain basic insights into the discipline of forecasting and comparative analysis.

English is a prerequisite, as well as basic knowledge of MS Excel.

| Petroleum Studies Department | Oil and Economy | To recognize the role and significance of oil both at national and regional and international level. To comprehend the short-term perspectives and the basic tools of economic analysis To learn how to use basic econometric tools to analyse the relationships between oil and the economy from two perspectives: i. Simple modelling and estimation of oil demand via price and income elasticities ii. Estimation of the relationships between oil prices and macroeconomic variables such as GDP, Inflation and exchange rates among other variables. Data from OPEC will be used in excel and Eviews to estimate the relationships. | IP-PSD-2 |
| Petroleum Studies Department | Trends in South Korean crude and refined products trade | The objective of this project is to analyse developments in crude and product trade flows for the Republic of Korea (South Korea) since 2010, including the factors driving changes in import and export patterns. The tasks include organizing a data base of crude and product trade flows based on the following data sources: Korea National Oil Corporation (KNOC); JODI; IEA-Mods. Report should address the following: Review crude trade including sources and grades, identifying the factors driving any shifts over the period covered, including the shift in crude quality. Assess the strategy employed by Korean importers/exports to respond to key developments over the period, including the shale boom, the outbreak of COVID-19, and the reaction to the Russia-Ukraine conflict. Analyse product trade flows (imports and exports) by major product including key import flows such as naphtha and LPG, as well as key outflow such as gasoline, gasoil/diesel, jet fuel, along with trends in fuel oil, and other categories. Consider South Korea’s product trade flows within the overall Asian regional balance including key competitors from inside and outside the region. Assess likely developments in the next two to five years with regard to South Korea’s crude and product trade flows. | IP-PSD-3 |
| Petroleum Studies Department | Commodity markets trend Report | The increasing financialization of commodity markets makes it necessary to analyse all the different financial factors that could impact the trend and sentiment of commodities in the markets. Moreover, the increasing investments in ESG related projects will likely boost demand for certain commodities; Therefore, it becomes essential to track this commodities and see their correlation with oil. These financial factors include: Price, supply, demand, and commitment of traders. | IP-PSD-4 |
The objective of this project is to create a consolidated database/report where said financial factors will be imputed for each commodity on a monthly basis; the output would be a dashboard that provides OPEC management with a high level overview of the status, trend and sentiment of financial markets towards commodities.

The data would be extracted from publicly available sources such World Bank, Plats, EIA, IEA, IMF, Argus, LME, NYMEX, CME and any other source from which such data is available in the Research Division.

Scope and assignment

This internship project is planned to last for a total of six weeks, subject to extension, if deemed necessary.

With guidance from the supervisor, the selected candidate will be responsible for setting up the database parameters, gathering data, and input the data into the database.

The increasing financialization of commodity markets makes it necessary to analyse all the different financial factors that could impact the trend and sentiment of commodities in the markets. Moreover, the increasing investments in ESG related projects will likely boost demand for certain commodities; Therefore, it becomes essential to track this commodities and see their correlation with oil. These financial factors include: Price, supply, demand, and commitment of traders.

The objective of this project is to create a consolidated database/report where said financial factors will be imputed for each commodity on a monthly basis; the output would be a dashboard that provides OPEC management with a high-level overview of the status, trend and sentiment of financial markets towards commodities.

The data would be extracted from publicly available sources such World Bank, Plats, EIA, IEA, IMF, Argus, LME, NYMEX, CME and any other source from which such data is available in the Research Division.
Scope and assignment

This internship project is planned to last for a total of six weeks, subject to extension, if deemed necessary.

With guidance from the supervisor, the selected candidate will be responsible for setting up the database parameters, gathering data, and input the data into the database.

Eligibility requirements

The nature of this internship is well suited for a university student who is majoring in the field of Finance and/or Statistics.

English is a prerequisite, as well as good knowledge of MS Excel.

Data Services Department

Quantifying Historical Oil Market Data Uncertainty

General Description

Uncertainty in historical oil market related data relates to a variety of factors: diverse reporting methodologies, revisions in reporting, reporting units, as well as estimation. Quantifying uncertainty in reported historical oil data for fundamental flows, such as supply, demand, stocks, trade and others would undoubtedly contribute in addressing forecasting. This research would provide statistical uncertainties, from different perspectives taking into consideration, definitions, statistical criteria and limitations.

Scope

1. Work on various reports on fundamental oil data flows

2. Develop statistical methods for addressing and quantifying uncertainty in historical data.

3. Co-operate with the Statistics Team on the Project.

Candidate profile
A successful candidate for this position would should have a quantitative background as well as experience and interest in data and statistical related subjects and the oil market.

**Education/IT skills requirements**

1. Completed at least 3 years of higher university studies preferably in Statistics, Mathematics or related with demonstrated ability in the application of statistical methods.

2. Computer programming skills: Excel with VBA, R or other statistical software.

3. Analytical, innovative and perseverant.

4. Outstanding English skills both speaking and technical writing.

5. Interest in the oil market and the application of statistical methods.

6. Appreciable communication skill.

7. Shall have a good presentation and exhibit positive manners and behaviour.

<table>
<thead>
<tr>
<th>Data Services Department</th>
<th>A statistical analysis on the effects of changes in economic variables of the historical oil and gas industry time series</th>
<th>General Description</th>
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<tbody>
<tr>
<td></td>
<td>The study aims primarily to statistically address and measure the effects of economic and financial shocks and variables on the oil and gas industry. Using long-term historical series with various frequencies (monthly, quarterly, yearly) and different related variables enables the researchers to investigate theses impacts and associations, for example, the effects of important economic and financial shocks, such as GDP growth changes, COVID-19 pandemic, financial crises, etc., on oil and gas supply or demand from parametric and nonparametric point of view.</td>
<td>IP-DSD-2</td>
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<tr>
<td></td>
<td><strong>Scope</strong></td>
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<td></td>
<td>1. One important aim of the study is to use Big Data analysis to provide a more granular and detailed view of the changes in oil and gas historical time series during the particular periods of interest and the effects of changes in economic and financial time series on oil and gas industry variables.</td>
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</tbody>
</table>
2. The study will require utilization of statistical methods and development of appropriate data visualization approaches on available historical data.

Candidate profile

A successful candidate for this position should have expertise and relevant background in statistics and the oil industry.

Education/IT skills requirements

1. Completed at least 3 years of higher university studies preferably in Computer Science, Data Science or related.

2. Computer programming skills: JavaScript, Python, Hadoop, JQuery, CSS, HTML and Excel with VBA.

3. Interest in Big Data Technics, software design, data mining and a thorough understanding of information architecture.

4. Interest in the oil market and the application of statistical methods.

5. Analytical, innovative and perseverant.

6. Shall have a good presentation and exhibit positive manners and behaviour.

7. Outstanding English skills both speaking and technical writing.

<table>
<thead>
<tr>
<th>Data Services Department</th>
<th>OPEC Big Data Project</th>
<th>Scope</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>1. Work on the development of the OPEC Big Data Project on the IT side.</td>
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<td>2. Develop data visualization and presentation methods for various data sets.</td>
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<td>3. Implementing statistical analysis.</td>
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<td>4. Co-operate closely with the Statistics Team and Development Team on the Project.</td>
</tr>
</tbody>
</table>

Candidate profile

A successful candidate for this position should have a genuine innovative interest in data and
<table>
<thead>
<tr>
<th>Data Services Department</th>
<th>OPEC Smart Building: Requirements Specification</th>
<th>Smart Buildings deliver many potential benefits, such as optimized energy consumption and thus a lower carbon footprint. Smart technologies interact with people, systems and external elements around them. These systems learn from experiences and real-time inputs and improve with the help of those comfort and safety of building users.</th>
<th>IP-DSD-4</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Scope</td>
<td>1. Assess the status quo of the OPEC Premises with regard to:</td>
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<td></td>
<td></td>
<td>a. Technological infrastructure</td>
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<td>b. Age of the facilities</td>
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<td></td>
<td>c. Compatibility with Internet of Things (IoT) and intelligent building technologies</td>
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<tr>
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<td>2. Develop vision of OPEC Smart Building.</td>
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<td>3. Co-operate closely with the relevant departments to elicitate the requirements.</td>
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<td>4. Specify the requirements to convert OPEC premises into a Smart Building.</td>
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</tbody>
</table>

Education/IT skills requirements

1. Completed at least 3 years of higher university studies preferably in Computer Science, Data Science or related.

2. Computer programming skills: JavaScript, Python, Hadoop, JQuery, CSS, HTML and Excel with VBA.

3. Interest in Big Data Technics, software design, data mining and a thorough understanding of information architecture.

4. Appreciable communication skill.

5. Analytical, innovative and perseverant.

6. Shall have a good presentation and exhibit positive manners and behaviour.

7. Outstanding English skills both speaking and technical writing.
Candidate profile

A successful candidate for this position should have a genuine innovative interest in the area of smart technologies, Internet of Things (IoT), IT development and electronics.

Education/IT skills requirements

1. Completed at least 3 years of higher university studies preferably in Electronic Engineering, Computer Science, or related studies.

2. IT affinity and Basic programming skills.

3. Interest in programming, data science, electronics, process engineering and a thorough understanding of Internet of Things (IoT) and telecommunication.

4. Appreciable communication skill.

5. Analytical, innovative, flexible and perseverant.

6. Good presentation, exhibit positive manners and behaviour.

7. Proficient level of English both speaking and technical writing.

Data Services Department  Smart Building Technologies

Smart Buildings deliver many potential benefits, such as optimized energy consumption and thus a lower carbon footprint. Smart technologies interact with people, systems and external elements around them. These systems learn from experiences and real-time inputs and improve with the help of those comfort and safety of building users.

Scope

1. Conduct a market survey with regards to available product technologies and their market position.

2. Evaluation of identified solutions with regards to cost, inter-operability, compatibility and sustainability as well as SWOT (Strengths, Weaknesses, Opportunities, and Threats) analysis of the solutions.

3. Definition of criteria for preselection of possible candidate solutions.

IP-DSD-5
4. Co-operate closely with the relevant departments on the Project.

Candidate profile

A successful candidate for this position should have a genuine innovative interest in the area of Internet of Things (IoT), IT development, electronics and smart building technologies.

Education/IT skills requirements

1. Completed at least 3 years of higher university studies preferably in Electronic Engineering, Computer Science, or related studies.

2. IT affinity.

3. Interest in programming, data science, electronics, process engineering and a thorough understanding of Internet of Things (IoT) and telecommunication.

4. Appreciable communication skill.

5. Analytical, innovative, flexible and perseverant.

6. Shall have a good presentation and exhibit positive manners and behaviour.

7. Proficient level of English both speaking and technical writing.

<table>
<thead>
<tr>
<th>Data Services Department</th>
<th>OPEC Archive Cataloguing Project</th>
<th>Scope</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>1. Performing record audits and applying accurate metadata to ensure information security through compliance with the established information classification policy.</td>
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<td>2. Assisting in cataloguing, indexing, describing and organizing information assets.</td>
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<td>3. Processing, packaging, re-arranging physical records according to established principles and applying the correct information classification marking.</td>
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<td>4. Assisting in the safe disposing of records in line with a records retention schedule to mitigate information security risks.</td>
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</tbody>
</table>
5. Digitizing records, including the preparation of documents, scanning, performing quality control and assigning metadata.

6. Assisting in other archive-related tasks as necessary.

Candidate Profile

A successful candidate for this position should have a genuine interest in Information Security, Archival Science, Records- and Information Management.

Education/IT skills requirements

1. Completed at least 3 years of higher university studies preferably in Archival Science, Records Management, Library Studies, History, Computer Science, Information Technology, or any other Science related to Information Management.

2. Interest in emerging Information Management Technologies and Improvements.

3. Advanced knowledge of the Microsoft Office Suite, especially Microsoft Excel.

4. Good verbal and written skills, including the ability to describe records accurately and consistently.

5. Integrity, discretion and flexibility.


7. Knowledge of International Archival Standards (e.g. ISAD(G), RiC, DublinCore) and Information Security Standards (e.g. ISO 27001) is an asset.

<table>
<thead>
<tr>
<th>Data Services Department</th>
<th>Cataloguing and Bibliographic control in the Integrated Library System (EOS.Web)</th>
<th>Scope</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>1.</td>
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<tr>
<td></td>
<td></td>
<td>Assists in the implementation process of the Integrated Library Management System (EOS. Web)</td>
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<tr>
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<td>Corrects bibliographic records in EOS.Web</td>
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<td>3.</td>
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<tr>
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<td></td>
<td>Research and update authority records</td>
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<td>4.</td>
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<td>Conducts manual control of converted bibliographic records</td>
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<td>IP-DSD-7</td>
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</tbody>
</table>
5. Catalogues in EOS.Web following International Cataloguing and Classification rules

6. Verifies that bibliographic metadata exported to Visual Library is accurate

7. Carries out any other tasks assigned by the relevant supervisors as pertain to the internship project as well as the intern’s background and qualifications.

Candidate profile

A successful candidate for this internship should have a genuine interest and knowledge of integrated library systems, cataloguing rules, metadata standards, as well as good technical knowledge of MARC21.

Education/IT Skills Requirements

1. Enrolled in the final year of an University Program or recent graduate in Library and Information Science

2. Library Management Systems

3. Professional Cataloguing skills

4. Good knowledge of MARC 21, AACR2 and the Dewey Decimal Classification

5. Excellent interpersonal and English communication skills (written and verbal)

6. Detail oriented

7. Initiative and integrity.

<table>
<thead>
<tr>
<th>Environmental Matters Unit</th>
<th>Market approaches under Article 6.4 of the Paris Agreement</th>
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<tr>
<td></td>
<td>The modalities, procedures and guidelines (MPGs) of Article 6 of the Paris Agreement on market and non-market approaches were adopted during COP 26, in Glasgow, UK. The Paris Agreement rulebook was finalized and activities under this Article could contribute to the provision of support for implementation of climate actions to reduce GHG emissions. However, implementation of these MPGs will need operational and institutional arrangements and approaches that could benefit from existing arrangements. The purpose of this study will be to explore how existing arrangements and mechanisms could be utilized to develop new modes of action and sustainability.</td>
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<tr>
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<td>IP-EMU-1</td>
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<tr>
<td>Environmental Matters Unit</td>
<td>Strategies and plans of international oil companies (IOCs) to reduce emissions throughout the entire value chain of the oil industry</td>
</tr>
<tr>
<td>Finance &amp; Human Resources Department</td>
<td>HR Benchmark Studies</td>
</tr>
</tbody>
</table>
The Department is looking for an enthusiastic associate who will render massive support to its human resources team. The main task will be the compilation of information and data collected from other international organizations and creating summaries for further analysis. In return, the selected candidate will gain knowledge and experience in human resources processes and best practices at various international organizations. Fundamental understanding of staff benefit, compensation and performance appraisal as well as basic knowledge of MS Office would be necessary.