

Interested in an internship with the [D Team](#)? Send us an email at [digital@nrc.no](mailto:digital@nrc.no) with:

- Subject line “D Team Internship”.
- Your portfolio, which can be a file or a link with photos, videos, and/or documents showcasing projects you have worked on previously and are most proud of.
- Why you make an exceptional addition to the D Team.

## Job Description

### Data Architect (Intern)

Position:	Data Architect (Intern)
Reports to:	Head of Unit, Digital Transformation
Supervision of:	N/A
Duty station:	Berlin/Oslo
Travel:	High, up to 50% depending on workplan
Project number:	NOIS0013
Duration and type of contract:	6 months

All NRC employees are expected to work in accordance with the organisation’s core values: dedication, innovation, inclusivity and accountability. These attitudes and beliefs shall guide our actions and relationships.

#### Background:

In its global 2018-2020 strategy, NRC set the ambition to become a leader in the use of data and technology to deliver better. To achieve this goal, the Digital Transformation strategic initiative and its new team were established to develop tools that radically redefine how the organisation operates internally and interacts with affected populations and stakeholders.

The Digital Transformation Team will be responsible for architecting and building an ecosystem of technological solutions to manage data flow from collection to complex analysis across NRC's operations globally.

Existing platforms and tools in the industry will be utilised whenever suitable, and the initial focus will be on two projects already conceptualised and/or in development which serve the needs of field teams in managing a) project cycles and b) beneficiary relationships. The two projects are codenamed PMIS and PDB, respectively.

The opportunity to lead the humanitarian sector into a tech-accelerated model of aid delivery is massive yet extremely challenging. Only a team of brilliant and mission-driven people can help us pave the way to improve the lives of millions of people in an ever-changing world.

## **1. Role and responsibilities**

1. Participate in researching processes which require digitization and how they fit in a bigger picture.
2. Assist in designing information flow in a cohesive and consistent ecosystem, with a focus on the technical design.
3. Contribute to establishing NRC's reporting, visualisation, and analysis pipeline.
4. Produce periodic documentation to share progress and learning.
5. Actively participate as a Digital Transformation Team member in promoting and embodying a highly collaborative, dynamic work culture.
6. Ensure compliance and adherence to NRC's policies and procedures, especially in relation to information security and data protection standards.

### Critical interfaces

By interfaces, NRC means processes and projects that are interlinked with other departments/units or persons. Relevant interfaces for this position are:

- Digital Transformation Team members
- Focal points of other digital initiatives (Finance, M&E, HR, Logistics, etc.)
- ICT Support and Operations teams
- Data Protection and Information Security Advisers
- Field Operations teams
- M&E teams
- NRC management across offices
- Suppliers, consultants, and other external service providers
- Peers from other organisations working on similar solutions, particularly in the NetHope community

## **2. Competencies**

Competencies are important in order for the employee and the organisation to deliver desired results. They are relevant for all staff and are divided into the following two categories:

### 1. Professional competencies

These are skills, knowledge and experience that are important for effective performance.

#### **Generic professional competencies for this position:**

- Current university student or recent graduate in the field of computer science, software engineering, or related subjects.
- Advanced analytical skills and problem-solving attitude.
- Excellent interpersonal and communication skills.
- Capable of operating in an "Agile" environment and high levels of uncertainty.
- Comfortable working remotely within a geographically distributed team.
- Fluency in written and spoken English. Other languages are an asset.

**Context/Specific skills, knowledge and experience:**

- Solid understanding of database systems and data modeling is required.
- Familiarity with visual data modeling and diagram-creation tools.
- skills in idea visualisation, wireframing, sketching of concepts and prototypes.
- Direct experience with web and/or mobile development is a main advantage.
- Ability to document and articulate requirements in a clear and simple language.

**2. Behavioral competencies**

- **Analysing:** Understands and sees problems from different angles; able to break down complex problems and connect the dots; considers contextual caveats and risks.
- **Planning and delivering results:** Takes initiatives and sees things through to completion; anticipates problems and solves them, can operate with little to no direction.
- **Coping with change:** Adopts a flexible and responsive mindset; comfortable with uncertainty; can adapt plans quickly.
- **Working with people:** A team player by nature; able to build bridges across silos; defaults to sharing and supports colleagues in achieving their goals; focuses on solutions rather than obstacles.

**3. Performance Management**

The employee will be accountable for the responsibilities and the competencies, in accordance with the NRC Performance Management Manual. The following documents will be used for performance reviews:

- The Job Description
- Work and Professional Development Plan
- The Mid-term/End-of-trial Period Performance Review Template
- The End-term Performance Review Template
- The NRC Competency Framework

Interested in an internship with the [D Team](#)? Send us an email at [digital@nrc.no](mailto:digital@nrc.no) with:

- Subject line "D Team Internship".
- Your portfolio, which can be a file or a link with photos, videos, and/or documents showcasing projects you have worked on previously and are most proud of.
- Why you make an exceptional addition to the D Team.

## Job Description

### Communication Designer (Intern)

Position:	Communication Designer (Intern)
Reports to:	Head of Unit, Digital Transformation
Supervision of:	N/A
Duty station:	Berlin/Oslo
Travel:	High, up to 50% depending on workplan
Project number:	NOIS0013
Duration and type of contract:	6 months

All NRC employees are expected to work in accordance with the organisation's core values: dedication, innovation, inclusivity and accountability. These attitudes and beliefs shall guide our actions and relationships.

#### Background:

In its global 2018-2020 strategy, NRC set the ambition to become a leader in the use of data and technology to deliver better. To achieve this goal, the Digital Transformation strategic initiative and its new team were established to develop tools that radically redefine how the organisation operates internally and interacts with affected populations and stakeholders.

The Digital Transformation Team will be responsible for architecting and building an ecosystem of technological solutions to manage data flow from collection to complex analysis across NRC's operations globally.

Existing platforms and tools in the industry will be utilised whenever suitable, and the initial focus will be on two projects already conceptualised and/or in development which serve the needs of field teams in managing a) project cycles and b) beneficiary relationships. The two projects are codenamed PMIS and PDB, respectively.

The opportunity to lead the humanitarian sector into a tech-accelerated model of aid delivery is massive yet extremely challenging. Only a team of brilliant and mission-driven people can help us pave the way to improve the lives of millions of people in an ever-changing world.

## **1. Role and responsibilities**

1. Produce video and visual content to introduce and explain systems developed by the Digital Transformation team.
2. Contribute to shaping the "internal identity" of the Digital Transformation team and its internal communication strategy.
3. Assist in measuring the effectiveness of produced content and identifying topics for future content.
4. Produce periodic documentation to share progress and learning.
5. Actively participate as a Digital Transformation team member in promoting and embodying a highly collaborative, dynamic work culture.
6. Ensure compliance and adherence to NRC's policies and procedures, especially in relation to information security and data protection standards.

### Critical interfaces

By interfaces, NRC means processes and projects that are interlinked with other departments/units or persons. Relevant interfaces for this position are:

- Digital Transformation team members
- Focal points of other digital initiatives (Finance, M&E, HR, Logistics, etc.)
- ICT Support and Operations teams
- Data Protection and Information Security Advisers
- Field Operations teams
- M&E teams
- NRC management across offices
- Suppliers, consultants, and other external service providers
- Peers from other organisations working on similar solutions, particularly in the NetHope community

## **2. Competencies**

Competencies are important in order for the employee and the organisation to deliver desired results. They are relevant for all staff and are divided into the following two categories:

### 1. Professional competencies

These are skills, knowledge and experience that are important for effective performance.

#### **Generic professional competencies for this position:**

- Current university student or recent graduate in the field of design, filmmaking, or related subjects.
- Advanced analytical skills and problem-solving attitude.
- Excellent interpersonal and communication skills.
- Capable of operating in an "Agile" environment and high levels of uncertainty.
- Comfortable working remotely within a geographically distributed team.
- Fluency in written and spoken English. Other languages are an asset.

**Context/Specific skills, knowledge and experience:**

- Solid skills in video editing and motion graphics software, i.e. Premiere and After Effects or similar products.
- Intermediate skills in photo editing and graphics tools, i.e. Photoshop and Illustrator.
- Talent in story-telling and effective message delivery.
- Skills in photography, filming, and/or animation are an asset.

**2. Behavioral competencies**

- **Analysing:** Understands and sees problems from different angles; able to break down complex problems and connect the dots; considers contextual caveats and risks.
- **Planning and delivering results:** Takes initiatives and sees things through to completion; anticipates problems and solves them, can operate with little to no direction.
- **Communicating with impact:** Able to explain ideas and request information effectively; aware of people's diverse nature and personalities; has the discipline to regularly document and share knowledge.
- **Working with people:** A team player by nature; able to build bridges across silos; defaults to sharing and supports colleagues in achieving their goals; focuses on solutions rather than obstacles.

**3. Performance Management**

The employee will be accountable for the responsibilities and the competencies, in accordance with the NRC Performance Management Manual. The following documents will be used for performance reviews:

- The Job Description
- Work and Professional Development Plan
- The Mid-term/End-of-trial Period Performance Review Template
- The End-term Performance Review Template
- The NRC Competency Framework