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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Job title:** | | Intern | | | | | | | |
| **Name:** | | Filip Jensen | | | | | | **Initials:** | FPJ |
| **Department name:** | | CMC Business Support | | | | | | **Dept. No.:** | 1381 |
| **Reports to:** | | Director, CMC Business Support | | | | | | | |
| **Number of subordinates with direct/indirect referral:** | | | | | | | 0 | | |
| *The intern is an integrated member of the CMC Business Support department participating in all department related activities such as board meetings, department meetings etc. The intern is given own areas of responsibility reflecting educational background and capabilities.* | | | | | | | | | |
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| **Key responsibilities:**  Categorise in headlines the key responsibilities that demonstrates the variety of roles that the organisation expects the position to fulfil | | | | | | | | | |
| * *Responsible for establishment of test scenarios on CMC MaDS* * *Responsible for establishment of test scenarios on CMC Pulse* * *Responsible for updating MaDS with key outsourcing data* * *Establishment of process for IT system changes (including documentation)* | | | | | | | | | |
| **Main job tasks:**  For each headline indicated above the job tasks should be described in more detail | | | | | | | | | |
| * Responsible for establishment of test scenarios on CMC MaDS   + *Create and document test cases covering the user requirement specification using TIMS*   + *Participate in status meetings with IBM regarding development of MaDS 1.0* * Responsible for establishment of test scenarios on CMC Pulse   + *Create and document test cases covering the user requirement specification using TIMS* * Responsible for updating MaDS with key outsourcing data   + Establishing a process to identify changes on existing outsourcing data   + Establishing a way to reflect outsourcing data in MaDS   + Regularly updating CMC MaDS with changes on outsourcing data in the current spreadsheet used for capturing outsourcing information by CMC Sourcing Support * Establishment of process for IT system changes   + Document and describe a work process to be followed when making IT system changes   + Communicate the work process to relevant members of CMC Support | | | | | | | | | |
| **Other areas of responsibility:** | | | | | | | | | |
| *The intern is participating in other tasks in CMC Business Support on an ad-hoc basis. This is agreed with mentor or department manager.* | | | | | | | | | |
| **Communication and Stakeholder interaction:** | | | | | | | | | |
| **Key stakeholders** | | | | **Type of communication** | | | | | |
|  | | | | * *Information regarding the type of communication skills frequently required – i.e. reaching agreement through flexibility and compromise or convincing others of new concepts, practices and ideas* | | | | | |
| * *Information regarding the most difficult internal stakeholder challenges and opportunities from a communication perspective* | | | | | |
|  | | | |  | | | | | |
| * *List external key stakeholders* | | | | * *Information regarding the type of communication skills frequently required – i.e. reaching agreement through flexibility and compromise or convincing others of new concepts, practices and ideas* | | | | | |
| * *Information regarding the most difficult external stakeholder challenges and opportunities from a communication perspective* | | | | | |
| **Innovation and change:** | | | | | | | | | |
| *The intern is responsible for securing improvements to own working processes* | | | | | | | | | |
| **Geographic responsibility:** | | | | | | | | | |
| *Denmark* | | | | | | | | | |
| **Knowledge, skills and experience:**  Minimum knowledge required to fulfil job responsibilities (not actual CV from candidate/employee) | | | | | | | | | |
| **Education:** | | | *No previous education is required. The intern is required to be an active student on an education of relevance, i.e. engineering, supply chain planning etc.* | | | | | | |
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| **Experience:** | | | *No previous work experience is required but will be preferred.* | | | | | | |
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| **Personal skills:** | | | *Analytical mindset*  *Result oriented*  *Service minded*  *Ambitious*  *Outgoing*  *Thriving in a busy environment.*  *Fluency in both oral and written English*  *Excellent interpersonal skills*  *Danish language skills.* | | | | | | |
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| **Signature** | | | | | | | | | |
| **Employee:** | *Name* | | | | **Date:** | DD.MMM.YYYY | | | |
| **Manager:** | *Name* | | | | **Date:** | DD.MMM.YYYY | | | |