

# Terms of Reference

## Statistics Internship

**Project Title:** Support to the statistics team

**Organisation:** UNHCR

**Job Title:** Statistics Intern (FICSS)

**Duty Station:** Copenhagen, Denmark

**Duration:** Six months

**Contract Type:** Internship

## Background Information

UNHCR, the UN Refugee Agency, is a global organisation dedicated to saving lives, protecting rights and building a better future for refugees, forcibly displaced communities and stateless people. Every year, millions of men, women and children are forced to flee their homes to escape conflict and persecution. UNHCR teams are in the field in over 125 countries, using their expertise to protect and care for nearly 55 million people.

UNHCR's **Field Information and Coordination Support Section (FICSS)** is the focal point in UNHCR for the collection, analysis and dissemination of operational data and statistics, and for technical support, including training, on related methodologies and activities.

The effective management and analysis of operational data is a prerequisite for successful interventions that have an impact on the well-being of UNHCR's beneficiaries. It is the goal of FICSS to support all UNHCR offices, at Headquarters and in the Field, to better manage operational data.

This internship is located in Copenhagen with the Field Information and Coordination Support Section of The Division of Program Support and Management and will report directly to the Senior Statistician.

## Duties and Responsibilities

This internship offers a unique opportunity to support the Statistics team and contribute to its activities and projects and learn first-hand about the collation, analysis, dissemination and use of data and statistics across UNHCR.

Therefore we seek a dynamic and driven individual with a keen interest in refugee issues and statistics as well as strong organizational and analytical skills. .

## Essential Minimum Qualifications and Professional Experience Required

**The ideal candidate will possess:**

- A university degree in statistics, sociology, demography, geography or any other relevant field with a strong analytical component
- Excellent communication and interpersonal skills with fluency in English
- Demonstrated organizational skills



- Knowledge of social research methods
- Advanced knowledge of MS Office suite, especially Excel
- Availability to work full time (40 hours) for six months
- Knowledge of database and/or statistical or analytical software or programmes

**The Statistics Intern will be expected to engage with the following:**

- Support to the Expert Group on Refugee Statistics including event management, coordination between participants and contribution to the reports and products of the group
- Assist with the collation, analysis and dissemination of UNHCR statistics and the production of our statistical products such as Global Trends and the Statistical Yearbook
- Provide support to field offices for applied statistical methods in areas such as profiling, needs assessment and targeting
- Any other tasks, as needed

**Location:**

The selected intern will be based with the team in UN City, Copenhagen and work under the supervision of the Senior Statistician.

**Conditions:**

The intern is expected to begin in November 2016 and be available for at least six months, although preference for a longer internship. The role is full time (40 hours per week) with working hours between 8.30am to 5.00pm Monday to Friday. Please note that the terms of internship as defined by UNHCR practice, preclude payment of any kind.

**To Apply:**

Interested applicants should submit their letter of motivation, Personal History Form (P11), and CV, including testimonials/degrees/certificates to [DENCODERHR@unhcr.org](mailto:DENCODERHR@unhcr.org) indicating “**Data Analysis (FICSS) Internship**” in the subject of the email.

P11 forms are available on [www.unhcr.org/recruit/p11new.doc](http://www.unhcr.org/recruit/p11new.doc)

**The deadline for applications is 5 October 2016**