

TERMS OF REFERENCE: INTERNSHIP, ADMINISTRATION UNIT

Organizational Unit: Administration Unit, UNHCR Washington Regional Office

Location: Washington, D.C., USA

Background

The Office of the United Nations High Commissioner for Refugees was established on December 14, 1950 by the United Nations General Assembly. The agency is mandated to lead and coordinate international action to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and well-being of refugees. It strives to ensure that everyone can exercise the right to seek asylum and find safe refuge in another State, with the option to return home voluntarily, integrate locally or to resettle in a third country. It also has a mandate to help stateless people. Since 1950, the agency has helped tens of millions of people restart their lives. Today, a staff of more than 9,300 people in 123 countries continues to help and protect millions of refugees, returnees, internally displaced and stateless people. For more information www.unhcr.org

Interns will participate in a range of activities with the Information and Technology (ICT)/ Human Resources/ Finance and Programme within the Admin Unit. Intern will become familiar with the daily task of related matters in a large humanitarian organization. The overarching objectives of the internship – from the perspective of the intern – are (i) to gain a deeper knowledge of the work of UNHCR, as well as of the frameworks governing the organization's interventions, rules and regulation and (ii) to practice and develop analysis skills and other professional working skills, such as project and time management, prioritization, team work, presentation skills, etc. The work of the interns is not confined to a single project as may be the case in other internships, since interns are involved in all aspects of our work. The engagement also includes some elements of routine tasks (e.g. filing and scanning).

Accountability

The intern will provide clerical and technical assistance to the UNHCR office under the overall supervision of the Head of Unit to ensure that routine services and activities within the administration field are properly implemented. Subject to the nature of the assignment, he/she will receive regular guidance from other colleagues within the unit. As per specific instructions, the incumbent may require liaising with other internal or external entities, to ensure effective delivery of services and achievement of objectives. The nature of certain tasks requires discretion and confidentiality as per UNHCR standards and practices. The incumbent's workload and the assignments will remain under the direction of the supervisor.

Duties and Responsibilities:

- Assists in maintenance of financial records, budget monitoring systems.
- Working with Senior ICT Associate to upkeep the ICT systems and equipment.
- Assist with official travel requests.
- Prepares special reports and memos as required for inventory, budgeting, and analytics.
- Assists in requisitions of office equipment locally and abroad and arranges for control of distribution and maintenance of appropriate inventory needs.
- Monitors general inquiry inbox daily
- Assists in reviewing applications for subsequent job and internship openings

- Performs other duties as required.

Qualifications and Eligibility:

- Analytical and drafting skills;
- Good oral communication skills;
- Understanding of UNHCR's Mandate;
- Knowledge of ICT standards and good level of ICT proficiency;
- Ability to work independently with minimal supervision, as well as within a team;
- Good time management and prioritization skills;
- Accountability for simultaneously overseeing multiple tasks and projects;
- Fluency in English required. Fluency in a second language, such as Spanish, French or Arabic preferred.

Terms of internship:

- UNHCR offers full time and limited part time internships and interns are responsible for their legal stay in the United States, health insurance, housing, and any other related documentation.
- Terms of internship are 3-5 months (Fall, Spring or Summer) or 6 months (January-June and July-December).
- There is a small contribution for food and transport for those with no fellowship or institutional sponsorship.
- There is no expectation of employment at the end of the internship.

Application details:

- Send a curriculum vitae (resume) and cover letter with dates of availability, and a list of three professional references to usawaint@unhcr.org with the subject line "ADMIN UNIT INTERNSHIP"
- In addition, please send a UNHCR Personal History Form (PHP) as well. If you require additional space, please also use the Supplementary PHP Form. **Your application will not be considered if a Personal History Form is not included.**
 - *Personal History Form (PHP)*: <https://www.unhcr.org/recruit/unhcr-phf.docm>
 - *Supplementary PHP Form*: <https://www.unhcr.org/recruit/unhcr-phf-sup.docm>
- Applications are reviewed on a rolling basis, so intern candidates are encouraged to apply as early in the hiring cycle as possible.
- Electronic copies of this notice may be found at <http://www.unhcr.org/en-us/us-internships.html>