TERMS OF REFERENCE FOR INTERNSHIP

Internship in Assignments Management Section (AMS) in Geneva Headquarters in Switzerland.

Duty station: Geneva Switzerland (HQ)

Duration of the internship: From 3 to 6 months

Closing date: 01 May 2019

Expected start date: 15 June 2019

Background information/Organizational Context

UNHCR, the UN Refugee Agency, is a global organization 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 some 127 countries, using their expertise to protect and care for millions of people.

The intern will be placed within the Assignments Management Section (AMS) in Geneva. AMS manages the assignment process for International Professional positions, in close collaboration with other Sections in the Human Resources Division, and ensures the application and respect of the rules and policies in order to support UNHCR’s Field Operations and ultimately, refugees.

Within AMS, the selected candidate will be an integral part of the team. This internship is an unparalleled opportunity to gain exposure to UNHCR’s humanitarian work while simultaneously benefitting from an on-the-job learning.

Duties and Responsibilities

UNHCR is seeking a dedicated, accountable and proactive intern, with strong interest in data collection and data analysis. The selected candidate will be performing the following duties:

- Acquires data from primary or secondary data sources and builds, updates and maintains relevant databases;
- Collects, processes and manipulates monthly, quarterly and annually data sets;
- Manages the production of recurring reports and prepares data sets upon requests for ad-hoc analyses;
- Prepares spreadsheets, tables, charts, graphs and other outputs for reporting and presentation of various data;
- Reviews and analyzes statistical data to ensure accuracy, clarity and validity also including pertinent narrative and interpreting trends, patterns and developments.
Minimum qualifications required

- Recent graduate or current student in disciplines related to Computer Science, Statistics, Mathematics, Economics, Business Administration, or equivalent;
- No professional work experience is required;
- Ease with basic statistics functions;
- Good computer programming skills
- Excellent computer skills in Microsoft Access and Excel;
- Excellent oral and drafting skills in English
- Ability to handle confidential information with discretion and tact;
- Flexibility, team working skills, professional and personal integrity;

Desirable qualifications

- Working knowledge of another UN language;
- Knowledge of Artificial Intelligence, Machine learning and related technologies would be an asset;
- Familiarity with HR policies and processes.

The intern will learn and gain knowledge on

- UNHCR’s mandate and activities;
- Internal processes and inter-divisional collaboration in a large humanitarian organization;
- HR policies and procedures;
- Data management;
- Working in a multicultural and multilingual team.

Essential minimum qualifications and professional experience required

In order to be considered for an internship, candidates must meet the following eligibility criteria:

- Recent graduate (those persons who completed their studies within one year of applying) or current student in a graduate/undergraduate school programme from a university or higher education facility accredited by UNESCO; and
- Have completed at least two years of undergraduate studies in a field relevant or of interest to the work of the Organization.
- Candidates who have immediate relatives (father, mother, son, daughter, brother or sister) working as staff members of UNHCR are not eligible.
Conditions

- Potential candidates will be contacted by the hiring manager directly, for further consideration
- The internship is expected to begin on 15 June 2019 and will last from 3 to 6 months
- The role is full time
- In addition, UNHCR ensures our interns the acquisition of an experience that will help them in their future search for work and will provide the necessary evaluation and recommendation letters
- The intern will report to the HR Associate VM.

Allowance

Interns who do not receive financial support from an outside party will receive an allowance to partially help to cover the cost of food, local transportation and living expenses.

To apply

Interested candidates should submit their application to JO 16938 at “international vacancies” by 01 May 2019 (midnight Geneva Time).

The UNHCR workforce consists of many diverse nationalities, cultures, languages and opinions. UNHCR seeks to sustain and strengthen this diversity to ensure equal opportunities as well as an inclusive working environment for its entire workforce. Applications are encouraged from all qualified candidates without distinction on grounds of race, colour, sex, national origin, age, religion, disability, sexual orientation and gender identity.