

UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES
INTERNSHIP VACANCY NOTICE

Title of Position: Intern (GFM)
Category & Level: Internship
Location: Supply Management Service,
Division of Emergency Security and Supply, Global Service Centre, Budapest
Effective date: May 2019
Duration: 8 months
Closing Date: **30 April 2019**
Reference: GFM-04/2019

ORGANIZATIONAL CONTEXT

The office of the United Nations High Commissioner for Refugees (UNHCR) was created in 1950, during the aftermath of the Second World War, to help millions of Europeans who had fled or lost their homes. We had three years to complete our work and then disband.

Today, over 68 years later, our organization is still hard at work, protecting and assisting refugees around the world.

In the context of our operations, we use about 7,000 vehicles to deliver aid, and support the day-to-day management of our programmes. Our vehicle fleet includes light 4x4 vehicles, armoured vehicles and trucks. Given our large fleet size, UNHCR launched the Global Fleet Management (GFM) project in 2014 in order to professionalize fleet management across the organization. A component of the project includes training our field operations in fleet management best practices, and in using the new software that was deployed to better manage the fleet.

This is where you come in as an Assistant to the Training Coordinator in the Project Manager's team.

DUTIES AND RESPONSIBILITIES

In this role you will be required to liaise with our field operations to set up Fleet Management training at suitable dates, and ensure that everything is in order before the training begins. The training itself is delivered by an external provider, mostly through webinars and occasionally through face-to-face workshops.

Another important part of the project includes a major eLearning upgrade, which you will be responsible to supervise, ensuring that the quality of the eLearning modules meets our standards. The eLearning modules are developed by the same provider that delivers the training.

Your responsibilities will include:

- Assisting the Training coordinator and the Project Manager to close the ongoing 5-year project with the current service provider, which includes:
- Organizing calls with the field operations to explain the training content
- Following up with the operations to ensure all is in order before the training starts
- After the training, keeping record of the reports issued by the training provider
- Liaising with the different internal focal points to answer questions raised by the operations
- Monitoring the submission and quality of eLearning modules
- Ensuring focal points timely answer questions raised during the eLearning upgrade
- Assisting in preparation of the project closure documents
- Also, you would be:
- Assisting the Project Manager in preparations to a new contract with a selected service provider;

- Maintaining liaison with the Global Learning Center of UNHCR in establishing the Fleet Management knowledge solution for beyond 2020.

ESSENTIAL MINIMUM QUALIFICATIONS, PROFESSIONAL EXPERIENCE AND REQUIRED COMPETENCIES

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

- Fluency in English
- Completed 2 years of the Bachelor's programme
- Structured and well-organized
- Customer focus (towards our field operations)
- Diplomacy skills and conflict resolution

ELIGIBILITY

To qualify for an internship with UNHCR, one of the following requirements must be met:

- a) Be a recent graduate* or current student in a graduate/undergraduate school programme from a university or higher education facility accredited by UNESCO; and
- b) Have completed at least two years of undergraduate studies in a field relevant or of interest to the work of the Organization.

* Recent graduates are to be considered those persons who completed their studies within one year of applying for an internship with UNHCR.

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.

SUBMISSION OF APPLICATIONS

If you wish to be considered for this vacancy, please submit your application by e-mail with "**LAST name – GFM Intern**" in the subject line to: Peter Gebauer gebauer@unhcr.org by 30th of April 2019 (midnight Budapest time).

Only shortlisted candidates will be notified. No late applications will be accepted.

UNHCR is committed to diversity and welcomes applications from qualified candidates regardless of disability, gender identity, marital or civil partnership status, race, colour or ethnic and national origins, religion or belief, or sexual orientation.

UNHCR does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, training or any other fees).