

UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES
INTERNSHIP VACANCY NOTICE

Title of Position: Intern (HQPROC)
Category & Level: Internship
Location: Supply Management Service,
Division of Emergency Security and Supply, Global Service Centre, Budapest
Effective date: May 2019
Duration: 6 months
Closing Date: **30 April 2019**
Reference: HQPROC-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. Its mandate is defined by the 1950 UNHCR Statute. UNHCR works to ensure that everybody has the right to seek asylum and find safe refuge, having fled violence, persecution, war or disaster at home. UNHCR operates in 128 countries, with staff based in a mixture of regional and branch offices and sub and field offices.

The intern will work for the HQ Procurement Section at SMS dealing with a variety of administrative tasks. This will provide the intern with a broad overview of UNHCR's procurement operations.

DUTIES AND RESPONSIBILITIES

- The intern will mainly support the VMCA Unit in carry out the project related to the establishment of the new working files and archiving system including hard copies archiving;
- Support the Chief of Section in the dealings with projects related to Common UN initiatives so as to gain a broader understanding of the UN;
- Support the Procurement Consultant in relation to the project of creating the Section Operational Manual;
- Support the daily activity of the VMCA Unit, in particular in relation to the Vendor Registration and verification of the relating documentation.

ESSENTIAL MINIMUM QUALIFICATIONS, PROFESSIONAL EXPERIENCE AND REQUIRED COMPETENCIES

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

- University degree in business administration, marketing, International cooperation, law, finance, supply chain, procurement, ICT or any related field;
- Fluency in English is a requirement and another UN language desirable;
- Knowledge and experience in supply management, finance or administration will be desirable
- Analytical, organizational and communication skills.
- Demonstrated ability to work independently in a multi-cultural environment.
- Good computer skills. Proficiency in MS Word and MS Excel is a requirement.

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 – Intern (HQPROC)**" 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).