

UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES
INTERNSHIP VACANCY NOTICE

Title of Position:	Resource Management Intern
Category & Level:	Internship – Full time (40 hours)
Location:	Global Learning and Development Centre, Budapest
Effective date:	1 July 2022
Duration:	2 months (with possible extension)
Closing Date:	19 June 2022

ORGANIZATIONAL CONTEXT

UNHCR, the UN Refugee Agency, is offering an internship position focusing on administration and data analysis within the Resource management Team of the Global Learning and Development Centre of Division of Human Resources.

Established in December 1950, UNHCR is a global organization dedicated to saving lives, protecting rights and building a better future for asylum seekers, refugees, returnees, internally 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 currently operates in over 130 countries, using its long expertise to protect and care for millions.

Within UNHCR's Division of Human Resources (DHR), the Global Learning and Development Centre (GLDC), established in 2008, provides complex staff development support to colleagues in UNHCR to learn new skills, acquire knowledge and improve their performance and to be able to better manage their individual career paths.

As part of DHR's renewed focus on the people-centered talent management approach, the GLDC is now transformed into an integrated entity including the Leadership and People Management Section (LPMS), the Performance and Career Development Section (PCDS) and the Learning and Integrated Talent Experience Section (LITE).

Within the GLDC, the resource management Unit is responsible for planning, implementing, managing, monitoring, reporting, and supporting general administrative and resource management tasks within GLDC, directly and indirectly, HQ entities and Field offices. The five main areas - admin, finance, implementing partnership, HR, and procurement. The unit maintains efficient administrative control mechanisms to ensure application and compliance with UN administrative, financial, procurement, implementing partnership, and human resources rules and procedures as required.

DUTIES AND RESPONSIBILITIES

We are looking for a dynamic and creative intern who have experience in administration, data analysis, who can support the Resource Management Team of the GLDC.

The incumbents will report to and work closely with the Admin Associate and will work with other team members within the Resource Management team.

The ideal candidates will be comfortable working in a fast-paced and reactive environment, have the skills and ability to support on accomplishing admin tasks and interpreting, reporting data and competent in using Microsoft Office.

- Support the establishment/update of the external study database
- Support the training recording and customer service related to external study
- Prepare reports on various data related to external study (potentially include language studies as well)

ESSENTIAL MINIMUM QUALIFICATIONS, PROFESSIONAL EXPERIENCE AND REQUIRED COMPETENCIES

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

- Interest in resource management field.
- Interest in the humanitarian cause.
- Computer skills. Knowledge of Microsoft Office.
- Excellent English communication skills, both orally and in writing, is essential. Knowledge of French, Spanish or another UN language is an asset.
- Excellent interpersonal skills.
- Meticulous attention to detail.
- Effective in time management.
- Organizational abilities.
- Knowledge of data analysis tools is an asset.

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.
- c) The candidate must be legally present in Hungary at the time of application as UNHCR is not in a position to support a visa or related application on behalf of the candidate.

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

An individual whose father, mother, son, daughter, brother or sister is a staff member of UNHCR, including a Temporary Appointment holder or a member of the Affiliate Workforce, is not eligible for an internship.

Recruitment as a UNHCR staff member and engagement under a UNHCR affiliate scheme or as an intern is subject to proof of vaccination against Covid-19.

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 – Resource Management Intern" in the subject line to: hqdhmad@unhcr.org by 19 June 2022 (midnight Budapest time, CET).

Only shortlisted candidates will be notified. Candidates might be invited to a written test. 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).