



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

Internship

Division of Human Resources, Affiliate Partnerships and Recruitment Section, Recruitment Unit

UNHCR, the UN Refugee Agency, is offering a full-time internship within the **Recruitment Unit** of the **Affiliate Partnerships and Recruitment Section** under the **Division of Human Resources** at **UNHCR Global Service Center** in **Budapest, Hungary**.

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.

Title: HR Admin Internship

Duty Station: Budapest, Hungary

Duration: 6 months

Contract Type: Internship

Applications closing date: 16/11/2021

Start date: ASAP

Organisational context

UNHCR's Division of Human Resources (DHR) is a strategic, trusted and innovative business partner in enabling UNHCR to protect and respond to persons of concern by attracting, motivating, retaining and developing a talented, diverse and agile workforce, while nurturing a culture of excellence, respect and wellbeing for all.

The Affiliate Partnerships and Recruitment Section (APRS) functions under the Division of Human Resources (DHR). The mission of APRS is to ensure that UNHCR can attract the best talent and the right person for the right job.

The Recruitment Unit of APRS supports operations with the timely provision of highly skilled human resources. The unit delivers recruitment exercises, including screening, assessing and selection of external candidates under Talent Pools, International Fixed Term and Temporary Appointments, and Internships, as well as provides support and advice to job applicants, candidates and hiring managers on various administrative and human resources related issues.



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The position

We are seeking a motivated and proactive intern who will support the Recruitment Unit in Budapest with internships, policy guidance - communications and handling technical tickets.

Duties and responsibilities

- Provide operational support to Recruitment Unit on the implementation of the internship program (review of ToR, advertisement and eligibility screening);
- Support in coordinating and managing the placement of interns;
- Assist in answering queries regarding internships;
- Process recruitment related technical tickets;
- Lead the language testing communication with the vendor and the Recruiters;
- Take care of communication related to re-grading requests of internal (Group 2) applicants;
- Other tasks as assigned to support the work of the Recruitment Unit.

Minimum qualifications required

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

- Be either a recent graduate (having completed their studies within one year of applying) or a current student in a graduate/undergraduate school programme from a university or higher education facility accredited by UNESCO¹; and
- Have completed at least two years of undergraduate studies in a field relevant or of interest to the work of UNHCR.

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

Desirable qualifications and skills:

- Interest in recruitment in the non-profit sector;

¹ In the education section of the application, please make sure that your school is selected from the list of accredited higher education institutions. To do this, click on the magnifying glass next to *Select School*, then select *Contains* next to *Description*, type in the name of the school, click *Look up* and finally click on the result. In case you cannot find your school, type "OTH" in the *Select School* field and provide the school name in the *School, if not selected above* field.



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- Excellent communication skills, ability to interact professionally with culturally and linguistically diverse staff;
- Fluency in English;
- Have excellent organizational and planning skills, ability to set priorities, meet deadlines and multi-task;
- Attention to detail;
- Good problem-solving skills;
- Client service ethic;
- Basic knowledge of Microsoft Office.

Conditions:

It is a full-time role (40 hours per week). The successful candidate will be assigned to support the team in Budapest, Hungary; however, bearing in mind COVID-19 imposed restrictions, remote working arrangements are possible, and working from home will in any case sometimes be required.

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 [Personal History Form \(PHF\)](#) and its [supplementary pages](#) (if applicable), motivation letter and CV by e-mail to hqintern@unhcr.org indicating **HR Admin Internship** by 16 November 2021.

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.

UNHCR does not charge a fee at any stage of its recruitment process (application, interview, meeting, travelling, processing or training). The successful candidate will be based at the UNHCR Global Service Center in Budapest, Hungary. Obtaining and renewing current visas and residence permits including all associated costs, are at responsibility of the intern.

We welcome applications from candidates with a refugee or stateless background.