

UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES
UNHCR
INTERNSHIP VACANCY NOTICE

Job title:	Programme Intern
Vacancy number:	021/19
Contract Type:	Internship
Duty Station:	Bogotá, Colombia
Start date:	01 April 2019
Duration:	6 months (with possible extension up to 8 months)
Closing date:	15 March 2019

ORGANIZATIONAL CONTEXT

The Office of the United Nations High Commissioner for Refugees (UNHCR) is mandated to lead and coordinate international action to protect refugees and solve refugee problems worldwide. Its primary purpose is to safeguard the rights and well-being of refugees. It strives to ensure that everyone can exercise the right to seek asylum and find safe refuge in another State, until they can return home voluntarily, integrate locally or to resettle in a third country. In more than five decades, the agency has helped tens of millions of people restart their lives. Today, a staff of about 11,000 people in 130 countries continues to help and protect millions of refugees, returnees, internally displaced and stateless people.

The UNHCR Branch Office Bogotá is looking for qualified candidates interested in joining the Organization as an Intern. For more information about the agency, please visit: <http://www.unhcr.org>

DUTIES AND RESPONSIBILITIES

The Programme Intern will perform the following tasks:

- Compile and support the consolidation of information on Programme activities;
- Attend technical committees with partners and document related activities;
- Organize the electronic and physical archives of UNHCR agreements;
- Support the Programme Unit in reporting tasks; and
- Additional activities that may be required.

ESSENTIAL MINIMUM REQUIREMENTS

- Education: ongoing or completion of undergraduate/graduate programme in International Relations, Finance, International Business, Social Communication, Economics, or any related field;
- Microsoft Word, Excel, PowerPoint level: high;
- Spanish proficiency: high, English: intermediate;
- Excellent written and verbal communication and interpersonal skills;
- Analytical thinking, planning & organizing;
- Experience working with diverse people and cultural awareness; and
- A proactive individual with a proven ability to work with commitment.

DESIRABLE COMPETENCIES

- Showing a genuine interest in learning and adapting; and
- Another UN language (Arabic, Chinese, French, Russian).

INTERNSHIP CONDITIONS

- The Intern shall be responsible for their costs associated with visas, stay and support in the country of assignment as UNHCR will only provide a Food and Transportation Allowance;
- UNHCR is not responsible for medical insurance, nor for liability or accidents or illnesses incurred during the internship.
- If the internship is performed as a requirement to obtain a degree, its acceptance is subject to the presentation of a proof of affiliation and the payment of the contributions to the General System of Labor Risks (ARL, as it is known in Spanish) processed by the University or Higher Education Institution;
- In case of a Safety Risk Assessment (SRA) change that occurs during the execution of the internship, it may be suspended in order to protect the integrity of the Intern;
- The intern cannot go on a mission under any circumstances. This includes any place that is outside the office or duty station where the internship is carried out; and
- The acceptance of these Terms of Reference means the Intern will adhere to the UNHCR Code of Conduct.

ELIGIBILITY

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

- Be a recent graduate* or current student in a graduate/undergraduate school programme from a University or Higher Education facility.
- 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.

SUBMISSION OF APPLICATIONS

If you wish to be considered for this vacancy, please submit your **Personal History Form (PHF)** and its supplementary pages (if applicable), by e-mail with "LASTNAME, Name – Programme Intern UNHCR Bogotá, Colombia" in the subject line to: colbovac@unhcr.org by **15 March 2019**.

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, color 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, or training). UNHCR does not concern itself with information on applicants' bank accounts.