

UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES
UNHCR
INTERNSHIP VACANCY NOTICE

Job title:	Intern – Programme Unit
Vacancy number:	072/19
Contract Type:	International Internship
Duty Station:	Mocoa, Colombia
Start date:	June 17, 2019
Duration:	6 months (with possible extension up to 8 months)
Closing date:	June, 04, 2019

GENERAL 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.

In Colombia, UNHCR has a mixed operation as it has historically provided technical assistance to the Colombian Government in terms of internal displacement and since 2015 has reinforced its role in international protection of refugees in order to respond to the humanitarian crisis of Venezuela. In Putumayo UNHCR advocates for the protection both Colombian IDPs and Venezuelan refugees, and has some projects, through partners and directly with both people of concern.

LIVING CONDITIONS

Mocoa is a Colombian municipality that serves as the capital of the department of Putumayo. It is located in the southwest of Colombia, being the second municipality with the largest population in the department. The most important economic activities are mining while agriculture and livestock are performed in the Alto Putumayo. The municipality has more than 45,000 inhabitants and has a population density of around 43 inhabitants / km². The temperature oscillates between 18 ° and 32 ° C with a humid tropical or equatorial climate. The city's altitude is 604 meters above sea level. It is categorized as a family duty-station (hardship category "C" according to UN Standards) and the nearest airport is 45 minutes away, in the municipality of Villagarzón.

PURPOSE AND SCOPE OF THE INTERNSHIP

The Program Unit in the Field Office of Mocoa, Colombia requires an Intern for supporting in the following tasks:

- Supporting the Field Office with its direct implementation activities by elaborating simple budgets, drafting reports and creating visibility material;
- Support the Head of Office and the Protection Unit in drafting minutes of meetings, preparing visual material to be used in internal or external meetings, with institutions and partners (file notes, presentations);
- Consolidating information coming from the UNHCR projects carried out through partners, as well as the organization of the digital and physical archive;
- Keep track of the Program and Administration units in the execution of specific tasks, such as organization of office events and follow-up of procurement or bidding processes;
- Other activities that may be requested by the supervisor.

ESSENTIAL MINIMUM REQUIREMENTS

- Ideally postgraduate Student of latter semesters or recent graduate in Political Science, International Relations, Law, Social Communication, Journalism or other related graduate studies.
- Minimum level of English: advanced.
- Minimum level of Spanish: advanced.
- Minimum level of Excel / Office package: intermediate.
- Management of graphic design programs (desirable);
- Proactive and responsible attitude, friendly, empathetic and oriented to support the team;
- Ability to analyze, synthesize and write technical documents with structure (desirable); Y
- Excellent interpersonal relationships, including ability to establish and maintain effective working relationships with collaborators, partners and colleagues in a multicultural environment, with sensitivity and respect for diversity.

INTERSHIP 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 “072/19 LASTNAME, Name: Intern Programme – ACNUR Mocoa, Colombia” in the subject line to: colbovac@unhcr.org by **4 June 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 any fee at any stage of the recruitment process (application, interview meeting, processing, training or any other fees).