

UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES
UNHCR
INTERNSHIP VACANCY NOTICE

Job title:	Admin/Supply Intern
Vacancy number:	029/19
Contract Type:	Internship
Duty Station:	Medellín, Colombia
Duration:	6 months (with possible extension up to 8 months)
Closing date:	13 September 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.

LIVING CONDITIONS

The city of Medellín is the capital of the department of Antioquia and is part of the sub region of the Aburrá Valley. It is the second largest city in Colombia (in terms of population and economy). It is estimated that the total population of the city is 3 million inhabitants. However, the Metropolitan Area is made up of nine other municipalities for a total population of 3.9 million inhabitants.

In terms of security, the city of Medellín is not immune to situations of generalized violence derived from the presence of Organized Armed Groups that control specific territories in the city. The city has been a recipient of displaced population from Chocó, Córdoba, and other municipalities of Antioquia and even from other neighborhoods of the city due to intra-urban forced displacement.

The office of the UNHCR Medellín is located in the El Poblado neighborhood (south of the Metropolitan Area), where there is a wide range of housing, hospitals, educational centers, access roads, public transport (buses, taxis and subway), public services and places for recreation. The city has two airports. Since August 2018, the office also has a Center of Attention and Orientation in the center of the city.

PURPOSE AND SCOPE OF THE INTERNSHIP

The Admin/Supply Area in the Medellín Sub Office, Colombia, requires an Intern to perform the following tasks:

- Basic support in purchase processes (contact with suppliers, preparation of terms of reference, request for quotation, elaboration of Orders Purchase / Services, etc.);
- Basic support in identifying and assessing vendors based on their capability for delivering commodities and services. Maintain vendor and item master databases
- Support in compiling statistical information on supply chain related
- Other tasks that may be required.

ESSENTIAL MINIMUM REQUIREMENTS

- Education:
Studying (latter semesters) or completion of undergraduate of Business Administration, Public Accounting, International Business or any related major in the field;
- Experience working with diverse people and cultural awareness;
- Intermediate level of English, fluency in Spanish;
- Excellent written and verbal communication and interpersonal skills;
- Customer care skills, leadership and self-management;
- Experience with Microsoft Word, Excel, PowerPoint (intermediate) and basic administrative skills; and
- Ability to work well under pressure and manage multiple tasks.

DESIRABLE COMPETENCIES

- Showing a genuine interest in learning and adapting.

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 “**VN129/19LASTNAME, Name – Admin Intern Medellín, Colombia**” in the subject line to: colbovac@unhcr.org by **13 September 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).