UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES
UNHCR
INTERNSHIP VACANCY NOTICE

Job title:	Information & communications technology Intern
Vacancy number:	080/20
Contract Type:	Internship
Duty Station:	Bogotá, Colombia
Start date:	July 29, 2020
Duration:	Until December 31st
Closing date:	**July 22, 2020**

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.

PURPOSE AND SCOPE OF THE INTERNSHIP

The Information Communication and Technology (ICT) Unit in the Branch Office of Bogota, Colombia requires an Intern for supporting in the following tasks:

- Provide technical support to UNHCR users; install, configure and maintaining hardware and software according to UNHCR standards; schedule and support Cisco Webex and MS Teams videoconferences;
- Conduct physical verification exercises of the Serial Tracked Items (STI) and other technological assets; keep STI databases updated; create technical guides and training material; drafting minutes of meetings and reports;
- Develop basic software solutions such Excel macros to automatize repetitive tasks;

- Assist the Administration and ICT units in the execution of specific tasks, such follow-up of procurement or bidding processes of ICT equipment and accessories;
- Other activities that may be requested by the supervisor.

ESSENTIAL MINIMUM REQUIREMENTS

- Ideally postgraduate Student of latter semesters or recent graduate in Systems and Computer Engineering, Telecommunications Engineering, Software Engineering, Engineering in Information and Communication Technologies or other related graduate studies.
- Minimum level of English: Basic/Intermediate.
- Minimum level of Spanish: Advanced.
- Minimum level of MS Excel / Office 365: Advanced.
- Management of OneDrive, SharePoint and Ms.Teams. (desirable);
- Proactive and responsible attitude, friendly, empathetic and oriented to support the team;
- Ability to analyze, synthesize and write technical documents with structure (desirable);
- 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.

INTERNSHIP CONDITIONS

- UNHCR will only provide a Food and Transportation Allowance; the Intern shall be responsible for their costs associated with visas, stay and support in the country of assignment;
- 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 "080/20 LASTNAME, Name Information & communications technology Intern – ACNUR Bogota, Colombia" in the subject line to: colbovac@unhcr.org by 23th of **July 2020** . 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).