**TERMS OF REFERENCE FOR INTERNSHIP**

**Organizational Unit: Compliance and Risk Management Unit (CRMU) – Administrative Team**

**Duty station: Budapest, Hungary**

**Duration of the internship: 6 months**

**Expected start date: October 2020**

**Background information/Organizational Context**

The Administrative Intern will provide administrative assistance to the Compliance and Risk Management Unit (CRMU). The tasks will consist mainly of digital verification of files and creation of a dynamic online repository of policies and related documents.

The incumbent will receive regular guidance from his/her Supervisor. S/he will liaise with other internal entities to ensure achievement of objectives.

The nature of the tasks requires discretion and confidentiality as per UNHCR standards and practices. The incumbent’s workload and the assignments will remain under constant scrutiny and direction of the Supervisor.

The internship provides a framework by which interested candidates from diverse academic backgrounds may gain exposure to the work of the UNHCR and it helps them develop a methodology to monitor, update and keep records.

This internship endeavors to attract qualified candidates, offering them an opportunity to enrich their educational experience through exposure to the work of the Organization in the area of Supply Chain. Internal UNHCR trainings that may be relevant for interns will be provided.

While coaching will be provided it is important to be able to carry out tasks independently in a multi-cultural environment and to aim to establish harmonious and effective professional relationship with regular UNHCR Staff.

**Duties and Responsibilities**

* Provide support with the collection and categorization of all supply chain related policy documents, Guidance Notes, AIs, SOPs, etc. and file them in a dedicated online repository with the aim to create an updated and dynamic platform to service both HQ functions and Country Operations.
* Supply related references that were placed in previously released policy documents need to be checked, verified and updated, if necessary.
* Monitoring tools enabling to monitor on a continued basis compliance of Country Operations in areas like inventory management, fleet and asset management and procurement
* Identify online electronic data storage platform which best suits the needs of both the HQ functions and Country Operations, taking into consideration the differences of various locations in terms of internet speed and availability. A repository should be created for all supply chain related policy documents, Guidance Notes, AIs, SOPs, etc.[[1]](#footnote-0)
* Liaise with other sections to map existing best practices regarding online data repositories
* Ensure fluent communication with the focal points in other sections as well as with field colleagues
* Collect all relevant documents and ensure consistency in the data and information collected
* Identify possible gaps and shortcomings and prepare summary note to Supervisor.
* Feed all data to the repository
* Create and maintain Repository Tracking Tool
* Provide other support to CRMU depending on emerging requirements.

**Minimum qualifications required**

* Current student or recent graduate in Business Administration, Logistics, Supply Chain Management, Risk Management, Engineering or a related field
* Fluency in English, orally and in writing
* Knowledge of another UN language is an asset
* Outstanding computer skills
* High level of analytical thinking
* Planning and Organizing
* Strong attention to details
* Good communication skills
* Ability to successfully interact with individuals of different cultural backgrounds and beliefs, which includes willingness to try and understand and be tolerant of differing opinions and views

**Eligibility**

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

* Recent graduate (those persons who completed their studies within one year of applying) or current student in a graduate/undergraduate school programme from a university or higher education facility accredited by UNESCO; and
* Have completed at least two years of undergraduate studies in a field relevant or of interest to the work of the Organization.
* Candidates who have immediate relatives (father, mother, son, daughter, brother or sister) working as staff members of UNHCR are not eligible.

**Others**

It is a full-time role (40 hours per week).

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

1. The Intern must keep confidential any and all information and documents made known to them during the course of the internship and shall not publish any reports or papers on the basis of information obtained during the internship, except with the prior authorization of UNHCR. The Intern will be requested to sign a Confidentiality of Information Undertaking document. [↑](#footnote-ref-0)