**TERMS OF REFERENCE FOR INTERNSHIP**

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

**Duty station: Budapest, Hungary**

**Duration of the internship: 8 months (6 months + 2 months extension as per the Administrative instruction)**

**Expected start date: October 2020**

**Background information/Organizational Context**

The CRMU – Quality Assurance Team is part of the Division of Emergency, Security and Supply (DESS) of UNHCR and works closely with internal and external stakeholders to ensure goods and services procured by UNHCR are received with the expected/contracted quality levels.

The team engages with external service providers to provide goods delivery inspections (pre and post acceptance), laboratory testing and audit factories to ensure the compliance of items and also production; as part of the factory audits, the team also verifies that manufacturers are abiding with environmental matters, corporate and social responsibilities and are worthy of being a supplier to the Humanitarian Sector.

**Duties and Responsibilities**

* Verify goods inspection reports
* Create inspection tools for new products as needed
* Support in developing internal Standard Operational Procedures (SOP)
* Interaction with internal stakeholders to resolve any issues found in inspections
* Interaction with external stakeholders to follow-up on services rendered to UNHCR
* Create presentations for team meetings
* Fill out and maintain the services tracking table
* Any other activities of support level as requested

**Minimum qualifications required**

* Excellent skills in the MS Office package (especially Excel, Word and PowerPoint)
* Excellent communication skills in English (written and spoken)
* Attention to detail to assess inspection reports

**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