

UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES
INTERNSHIP VACANCY NOTICE

Title of Position: Intern (AMU)
Category & Level: Internship
Location: Supply Management Service,
Division of Emergency Security and Supply, Global Service Centre, Budapest
Effective date: May 2019
Duration: 4 – 6 months
Closing Date: **30 April 2019**
Reference: AMU-04/2019

ORGANIZATIONAL CONTEXT

The Office of the United Nations High Commissioner for Refugees (UNHCR) was created in 1950, during the aftermath of the Second World War. Its mandate is defined by the 1950 UNHCR Statute. UNHCR works to ensure that everybody has the right to seek asylum and find safe refuge, having fled violence, persecution, war or disaster at home. UNHCR operates in 128 countries, with staff based in a mixture of regional and branch offices and sub and field offices.

The Asset Management Unit is part of the Asset and Fleet Management Section, located in Budapest, Hungary. Its goal is to ensure good stewardship of the organization's Property, Plant and Equipment (PPE) and supports compliance with the organization's policies, procedures and guidelines on asset management. This is achieved through the systematic and cost-effective process of deploying, operating, maintaining and disposing of PPEs. Through the PPE Register, AMU ensures accurate and complete records of the asset pool so as to ensure that it is appropriate for the organization's needs, and in full compliance with prevailing policies.

As part of its regular activities, the AMU is involved with large amounts of data processing and analysis which results with preparation of a large number of reports that are used by various levels of the Organization. The purpose of Internship request is to initiate a working arrangement that would be equally benefiting for the intern and the Organization. While the intern would have a unique opportunity to obtain information about the scope of UNHCR's work in this field, the Organization would also benefit from new perspectives and skillsets that the intern will bring.

DUTIES AND RESPONSIBILITIES

- Assist in maintaining the AMU reports and auction documentation for the period 2014-present;
- Assist in the development of the AMU Global Historical Sales Report;
- Assist in mutual integration of the various AMU tools and documents;
- Provide on-line support to colleagues in the field and update the AMU FAQ register.

ESSENTIAL MINIMUM QUALIFICATIONS, PROFESSIONAL EXPERIENCE AND REQUIRED COMPETENCIES

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

- Advanced knowledge of MS Excel;
- Experience in data analysis;
- Experience working with ERP solutions (Oracle, SAP or similar);
- Experience with Adobe CC suite, content management systems, cloud collaboration platforms and/or geographic information systems;
- Any programming experience.

ELIGIBILITY

To qualify for an internship with UNHCR, one of the following requirements must be met:

- a) Be a recent graduate* or current student in a graduate/undergraduate school programme from a university or higher education facility accredited by UNESCO; and
- b) 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.

ALLOWANCE

Interns who do not receive financial support from an outside party will receive an allowance to partially help to cover the cost of food, local transportation and living expenses.

SUBMISSION OF APPLICATIONS

If you wish to be considered for this vacancy, please submit your application by e-mail with **“LAST name – Intern (AMU)”** in the subject line to: Peter Gebauer gebauer@unhcr.org by 30th of April 2019 (midnight Budapest time).

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, colour or ethnic and national origins, religion or belief, or sexual orientation.

UNHCR does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, training or any other fees).