

**UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES**  
**UNHCR**  
**INTERNSHIP VACANCY NOTICE**

Job title:	Inter-Agency Coordination Intern
Vacancy number:	078/19
Contract Type:	Internship
Duty Station:	Bogotá, Colombia
Start date:	At the soonest
Duration:	6 months (with possible extension up to 8 months)
Closing date:	<b>20 June 2019</b>

**ORGANIZATIONAL CONTEXT**

The Coordination assists in administrative activities by exercising efficiency in the multiple processes and provides support to local actions pertaining to the inter-agency and operational coordination, including a wide range of administrative support tasks, reporting and coordination with partners.

The Intern is supervised by the Senior Inter-Agency Coordination Officer and receives regular guidance and instructions from the supervisor on successive steps.

The UNHCR BO Bogotá is looking for qualified candidates interested in joining the Organization as an Intern. For more information about the agency, please visit: <http://www.unhcr.org>.

**DUTIES AND RESPONSIBILITIES**

The Intern will perform the following tasks:

- Support the Inter-Agency Mixed Migration Group (GIFMM)'s coordination meetings;
- Participate in and support GIFMM sub-groups as needed;
- Support coordination activities, including needs assessments and information collection exercises;
- Support GIFMM's monitoring and reporting of the Colombia Chapter of the 2019 Regional Refugee and Migrant Response Plan (RMRP), as well as the formulation of the 2020 RMRP, and
- Other duties as required

**ESSENTIAL MINIMUM REQUIREMENTS**

- Education: ongoing or completion of undergraduate/graduate programme in Law, Social Sciences, Economics, Communications, Journalism or related fields;
- Microsoft Word, Excel, PowerPoint level: high;
- Advanced English proficiency;
- Excellent written and verbal communication and interpersonal skills;
- Good planning and organizational skills;
- Ability to work well under pressure and cope with multiple tasks, and
- A proactive individual with a proven ability to work with commitment.

**DESIRABLE COMPETENCIES**

- Showing a genuine interest in learning and adapting;
- Drafting, revision and translation skills, and

- Experience with diverse people and cultural awareness.

### **INTERNSHIP CONDITIONS**

- The Intern shall be responsible for their costs associated with living 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.
- The internship would be conducive 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); if the internship is performed as a requirement to obtain a degree, the ARL should be 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 "078/19 LASTNAME, Name – Inter-Agency Coordination Intern UNHCR Bogotá, Colombia" in the subject line to: [colbovac@unhcr.org](mailto:colbovac@unhcr.org) by **20 June 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 a fee at any stage of the recruitment process (application, interview meeting, processing, or training). UNHCR does not concern itself with information on applicants' bank accounts.