

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

Job title:	Admin Intern
Vacancy number:	VN056/21
Contract Type:	Internship
Duty Station:	Medellín, Colombia
Start date:	February 2022
Closing date:	30 January 2022
Duration:	6 Months

**GENERAL CONTEXT**

Colombia continues to be the country receiving the highest number of Venezuelans, with a total of over 1.74 million by early 2021 (representing approximately 37% of the 4.6 million Venezuelans in the region). Additionally, an estimated 845,000 Colombians (including those with dual nationality) have returned to Colombia from Venezuela in recent years, which may include those who return on a temporary basis. According to Migración Colombia, around 56% of Venezuelans in Colombia are estimated to be in an irregular situation and thus more exposed to protection risks. From March 2020 until June 2021, the Colombia-Venezuela border was officially closed to contain the spread of the pandemic, but even after the 2 June 2021 border opening on the Colombian side, Venezuelans continue to enter the country primarily through informal crossing points controlled by armed groups. Such irregular movements come with a heightened risk of violence (especially gender-based violence), sexual exploitation, trafficking and smuggling, child recruitment and family separation.

In February 2021, the Government of Colombia issued a Temporary Protection Status (TPS) that is likely to benefit the 1.74 million Venezuelans already in Colombia as well as those who arrive through official border points over the next two years. The TPS provides a 10-year protection status and access to a full range of rights including healthcare, education, formal employment, and financial inclusion. However, xenophobia against Venezuelans has considerably increased in the last year, and it is projected to worsen with the introduction of the TPS.

Misinformation and the perceptions that Venezuelans will take away job opportunities from Colombians, fuel general discontent and makes it even more difficult for refugees and migrants to secure a job. Nonetheless, UNHCR believes that TPS is a very promising pathway for addressing the vulnerable situation of Venezuelan refugees and migrants who are in an irregular situation.

This situation continues to be exacerbated by the COVID-19 pandemic which has had a devastating impact in Colombia, especially on refugees, migrants, internally displaced persons (IDPs) and host communities, some who

have lost livelihoods and have been evicted from their houses. Economic and protection concerns, including illegal armed actors who have increased control over communities, taking advantage of COVID-19 and the limited State presence, led to over 136,000 Venezuelans to return to their country.

## **LIVING CONDITIONS**

The city of Medellín is the capital of the department of Antioquia and is part of the sub region of the Aburrá Valley. It is the second largest city in Colombia (in terms of population and economy). It is estimated that the total population of the city is 3 million inhabitants. However, the Metropolitan Area is made up of nine other municipalities for a total population of 3.9 million inhabitants.

In terms of security, the city of Medellín is not immune to situations of generalized violence derived from the presence of Organized Armed Groups that control specific territories in the city. The city has been a recipient of displaced population from Chocó, Córdoba, and other municipalities of Antioquia and even from other neighborhoods of the city due to intra-urban forced displacement.

The office of the UNHCR Medellín is located in the El Poblado neighborhood (south of the Metropolitan Area), where there is a wide range of housing, hospitals, educational centers, access roads, public transport (buses, taxis and subway), public services and places for recreation. The city has two airports. Since August 2018, the office also has a Center of Attention and Orientation in the center of the city.

## **PURPOSE AND SCOPE OF THE INTERNSHIP**

The Admin Area in the Medellín Sub Office, Colombia, requires an Intern to perform the following tasks:

- Basic support in purchase processes (contact with suppliers, preparation of terms of reference, request for quotation, elaboration of Orders Purchase / Services, etc.);
- Key assistance in financial monitoring processes and needs management plan;
- Support in the review and follow-up of the structuring and management archiving at Sub Regional level;
- Strategic backing to general processes of the Unit that allow designing of routes and administrative procedures (using Excel, Word, etc.); and
- Other tasks that may be required.

## **ESSENTIAL MINIMUM REQUIREMENTS**

- Education: Studying (latter semesters) or completion of undergraduate of Business Administration, Public Accounting, International Business or any related major in the field;
- Experience working with diverse people and cultural awareness;
- Intermediate level of English, fluency in Spanish;
- Excellent written and verbal communication and interpersonal skills;
- Customer care skills, leadership and self-management;

- Experience with Microsoft Word, Excel, PowerPoint (intermediate) and basic administrative skills; and
- Ability to work well under pressure and manage multiple tasks.

### **DESIRABLE COMPETENCIES**

- Showing a genuine interest in learning and adapting.

### **INTERNSHIP CONDITIONS**

- The Intern shall be responsible for their costs associated with visas, stay and support 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.
- 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 "**Republicación VN 056-21 - APELLIDO, Nombre: Pasante – Administración Medellín**" in the subject line to: [colbovac@unhcr.org](mailto:colbovac@unhcr.org) by **30 January 2021**. 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).