

UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES
UNHCR

INTERNSHIP VACANCY NOTICE

Job title:	Supply Intern
Vacancy number:	052/21
Contract Type:	Internship
Duty Station:	Cúcuta, Colombia
Start date:	March 2022
Duration:	6 months (with possible extension up to 8 months)
Closing date:	25 Jan 2022

ORGANIZATIONAL 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.

ACCOUNTABILITY

UNHCR delivers timely and quality goods and services to persons of concern in compliance with supply chain rules, regulations and procedures.

DUTIES AND RESPONSIBILITIES.

The Intern will perform the following tasks:

- Support purchasing activities and assist with planning and goods deliveries and provide information on the status of requests and the availability of items in the supply chain.
- Maintain accurate and comprehensive records on all supply activities. Provide standard reports and update periodically, and on request.
- Assist with preparation of tenders, commercial bid-tabulations and with the establishment of contracts and framework agreements.

- Provide assistance to Requesting Units on procurement related activities. Support the work of managers in a timely manner when responding to field requests for information and advice.
- Assist with the evaluation of purchase requisitions to ensure that specification, delivery dates and all other requirements are in order and in line with UNHCR financial and procurement rules and regulations.
- Process requests received for procurement of assigned goods/products.
- Assist in preparation of Purchase Orders, and follow-up with the delivery of ordered commodities and services.
- Compile procurement and statistical information to identify trends and developments in procurement related matters that will assist in decision-making.

BUSINESS SUPPORT

- Identify and assess vendors based on their capability for delivering commodities and services. Maintain vendor and item master databases.
- Maintain accurate data in all relevant business systems. Compile statistical information on supply chain related matters that will assist in decision making.
- Any other responsibility deemed necessary or as delegated by the Supervisor in order to meet the level of service requires by the organization in the Sub Office of Cúcuta (including Arauca and Bucaramanga).

ESSENTIAL MINIMUM REQUIREMENTS

- Education: ongoing or completion of undergraduate/graduate programme in Business Administration, Law, Political Science, Computer Science, Finance, Supply Chain, Procurement or related field;
- Microsoft Word, Excel, PowerPoint level: high;
- Spanish proficiency: high;
- Excellent written and verbal communication and interpersonal skills;
- Experience working with diverse people and cultural awareness;
- Managing resources, analytical thinking, planning and organizing;
- 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

- Experience in procurement, logistics and/or customs formalities;
- Showing a genuine interest in learning and adapting; and
- Another UN language (Arabic, Chinese, French, Russian).

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 "LASTNAME, Name – Republication Supply Intern UNHCR Cúcuta, Colombia" in the subject line to: colbovac@unhcr.org by **25 January 2022**.

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.