



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

TERMS OF REFERENCE FOR INTERNSHIP ADMIN / FINANCE

The United Nations High Commissioner for Refugees is offering an internship positions within the **Admin/Finance Unit** in **Oranjestad, ARUBA**.

Internship Opening Number: ARU/01/2021

Title: *Intern*

Contract Type: *Internship, part-time*

Organizational Unit: *Admin/Finance unit*

Duty Station: *Oranjestad, Aruba*

Duration of the internship: *3 months (with possible extension of 3 additional months)*

Expected Start date: *May 1, 2021*

Closing date: *April 15, 2021*

Background information/Organizational Context

The United Nations High Commissioner for Refugees is a global organization dedicated to saving lives, protecting rights and building a better future for refugees, forcibly displaced communities and stateless people. UNHCR was created in 1950, during the aftermath of the Second World War, to help millions of Europeans who had fled or lost their homes. UNHCR had three years to complete its work and then disband. Today, over 70 years later, the organization is still hard at work, protecting and assisting refugees around the world.

UNHCR workforce is its backbone. The agency is present in 135 countries and as of 2020, it employs over 17,000 people, of whom around nearly 90 per cent are based in the field. UNHCR was launched on a shoestring annual budget of US\$ 300,000 in 1950. But as its work and size have grown, so too have the costs. UNHCR annual budget rose to more than US\$1 billion in the early 1990s and reached a new annual high of US\$8.6 billion in 2019.

UNHCR in Aruba is part of the UNHCR Multi-Country Office in Panama and supports the regional response to outflows of Venezuelans in Aruba and Curaçao. UNHCR works with governments in Caribbean countries to develop and strengthen their protections for asylum-seekers, refugees, and stateless persons, conducts refugee status determinations for asylum-seekers, and monitors and reports on the treatment of refugees and stateless persons throughout the Caribbean region.

Interns will participate in a range of activities within the office, depending on their skills and interest, and will become familiar with the daily realities of working in a large humanitarian organization. The intern will (i) gain a deeper knowledge of principles and practices guiding the organization's interventions, particularly as they apply to the work of UNHCR in the Caribbean region; and (ii) develop professional working skills, such as legal analysis and writing, project and time management, prioritization, team work, presentation skills, and drafting. The work of the interns is not confined to a single research project, as interns will be directly involved in all operational aspects of our work.

Accountability

The interns will assist with casework and policy work related to the assistance and protection of asylum-seekers and refugees in the Caribbean, including assisting with all aspects of UNHCR's Mandate and programming.



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Responsibility and Authority

While the precise tasks of interns vary, considering the dynamics of the Caribbean region and other Office priorities, as well as the specific skills, competencies and areas of interest of the respective intern, the main tasks in which interns are involved are:

Admin and Finance Internship

- Provide administrative and finance support, maintain all accounting files in an orderly and systematic manner including vendors information, invoices, employee time sheet, telework files for all payroll periods and other related activities.
- Assistance in the review of supporting documents for payments and financial reports
- Support in assets management in the Country Office and for the periodic inventory exercises
- Perform any other related tasks, drafting memos and NFF for country office
- Follow up on incomplete files in administration as payment backups, HR Files, and official documents.
- Complete special projects as directed by the Senior Admin / Programme Assistant in Finance and Administration or for the office.

All internships

- Support to administrative tasks as requested.
- Monitoring news for maritime incidents and migration flows in the Caribbean; and
- Undertaking special projects and translating documents and correspondence, as needed.

Eligibility

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

- 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.
- Fluency and strong drafting skills in English required
- While not being a formal requirement, any relevant work experience will be taken into account in the selection of interns.

The candidate should demonstrate the following skills:

- Strong research, analytical and drafting skills
- Excellent oral communication skills
- Knowledge of UNHCR's mandate, international refugee and/or human rights law
- Ability to work independently with minimal supervision, as well as within a team
- Good time management skills
- A high level of computer proficiency, with familiarity with electronic databases preferred and proficiency with

Specific criteria:

Admin and Finance Internship

- Should have a background in economics, administration, finance or related fields. Students pursuing courses of studies in MBO or higher may apply.
- Fluency and strong drafting skills in English is required.
- Fluency in Spanish, Papiamentu or Dutch is desirable.



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Terms of internship

- The internships are for three months with possibility of extension for an additional three months.
- The internship is a full-time role with working hours starting from 8.30am to 4:30pm from Monday to Friday (40 hours per week) or a part-time role (20 hours per week).
- Interns are responsible health insurance, housing, and any other related documentation.
- Non sponsored Interns who do not receive financial support from an outside party (sponsoring institutions) will receive an allowance to partially help to cover the cost of food, and local transportation.
- There is no expectation of employment at the end of the internship.

Application details:

Interested applicants should submit their application including UNHCR Personal History Form (P11) signed and cover letter with reference to the Job title to the following email: panpava1@unhcr.org, **before April 15, 2021 (midnight Aruba time)**

Please make your cover letter personal. We want to know how you stand out from the crowd – what skills and energy would you bring and why would you like to work with the Caribbean Protection team?

The subject of your application email should show the Internship Opening Number indicated above and a note on the cover letter (**e.g. Aruba – Admin/Finance Internship**) and email subject (**e.g. [Aruba – ARU/01/2021] Admin/Finance Internship – Name LASTNAME**)

Personal History Form (P11) can be downloaded from <https://www.unhcr.org/recruit/p11new.doc>

Please note that is mandatory to submit your UNHCR P11 form signed. Applications without the UNHCR P11, will NOT be taken into consideration for the vacancy

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.