

La Oficina en Costa Rica del Alto Comisionado de las Naciones Unidas para los Refugiados (ACNUR), informa y les invita a participar en el **concurso VN-045-20-COSSA para el: Intern Admin/HR, San José, Costa Rica**

Los detalles generales de la vacante se describen a continuación:

Vacante Número:	VN-045-20-COSSA
Número de puesto	10000042
Nombre del puesto	Intern Admin/HR
Tipo de contrato	Internship
Sede de trabajo	San José, Costa Rica
Fecha límite para aplicar:	08 de noviembre 2020
Hora límite para aplicar:	23:59 horas (hora de Costa Rica)
Requerimientos	<ul style="list-style-type: none"> Las personas interesadas deben ser costarricenses, nacionalizadas costarricense, o extranjera con residencia permanente en Costa Rica y con permiso laboral. Carta de interés. Llenar Formulario PHF (completo y firmado)
Medio/forma de aplicar	<p>Favor enviar su aplicación a la dirección:</p> <ul style="list-style-type: none"> correo electrónico: cossarrhh@unhcr.org <p>Indicar en el asunto: Vacante número + apellido + nombre</p>
Modalidad de selección	Solo los candidatos en lista corta serán contactados para una entrevista y una prueba técnica escrita.
Documentos adjuntos	<ul style="list-style-type: none"> Descripción de funciones Formulario PHF

Solo se contactarán a las personas que hayan sido preseleccionadas (lista corta).

Annex II

TERMS OF REFERENCE FOR INTERNSHIP

Organizational Unit: UNHCR Costa Rica, Administration Unit

Duty station: San Jose, Costa Rica

Duration of the internship: 8 months

Expected start date: 16 November 2020

Background information/Organizational Context

Costa Rica is a country with a longstanding commitment to human rights. It has been a model in the region on refugee protection and integration schemes and is a leader in seeking to end statelessness. In the past four years, Costa Rica has become an asylum country for refugees from the main displacement situations in the Americas (Colombia, northern Central America and Venezuela), and a transit one for persons in mixed-migration movements from other continents. As of September 2019, Costa Rica hosted over 72,000 asylum seekers, refugees and other persons of concern. In the aftermath of socio-political unrest and violence in Nicaragua in April 2018, Costa Rica became the main reception country for an unprecedented number of Nicaraguan refugees. To date more than 68,000 Nicaraguan asylum seekers have or are waiting to apply for asylum, nearly 94 percent of the total caseload comprising the five groups. Current arrival trends indicate that by the end of 2019, there could be as many as 100,000 Nicaraguan asylum seekers in the country.

The recent large influx of asylum seekers has not only taxed the capacity of the authorities to process and assist persons of concern, but also UNHCR's operation. To adequately support the Government in its response and ensure protection and assistance to asylum seekers, the UNHCR operations budget tripled in the past year and its personnel increased from 16 to 52 staff. The establishment of a Field Office near the border with Nicaragua has been part of this period of rapid change and adaptation, requiring the reorganization of the operation to deliver, including in the context of L1 and L2 declarations.

UNHCR key activities involve registration, border monitoring, community-based protection to identify particularly vulnerable individuals, case management, counselling, CBI interventions, livelihoods and peaceful coexistence projects through its partners or directly.

The Intern is supervised by the Admin Officer and is responsible for supporting all activities related to Administration and RRHH.

Duties and Responsibilities

Under the direct supervision of the Administration Officer, the UN Volunteer will undertake the following tasks:

- ✓ Update of the Executive Organigram, costs and number of personal in the operation ACNUR Costa Rica
- ✓ Organization and consolidation of statistical information related to matters of personal.
- ✓ Maintenance of files and personal databases.
- ✓ Support in selection process.
- ✓ Submission of documents to the Field Office, Field Unit and Country Office.
- ✓ Make work certifications.
- ✓ Check References.
- ✓ Administrator of the MSRP Leave and Absence module for staff.
- ✓ Enters in MSRP all HR actions related to colleagues under Affiliate Workforce Contracts (Interns – ICs and UNVs)
- ✓ Focal point for leave administration queries countrywide.
- ✓ Focal point for Vendors (Staff and AFW) (back up)
- ✓ Prepares recurring reports as scheduled and special reports as required for budget preparation, audits or other reasons;
- ✓ Assists in the preparation of office budgets applicable to staff and servicing costs and maintains budgetary control records.
- ✓ Prepares detailed cost estimates and participates in budget analysis and projections as required;
- ✓ Prepares reports, as required, on general administrative and financial tasks.
- ✓ Performs other duties as required.
- ✓ Fulfilment of the Unit's goals assigned according to the HR/Admin dynamics that arise.

Minimum qualifications required

- ✓ Education: ongoing or completion of undergraduate/graduate programme in Business Administration, Administration with emphasis on Human Resources, International Business, Accounting or related field;
- ✓ Knowledge of Microsoft Word, Excel, PowerPoint;
- ✓ 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;
- ✓ A proactive individual with ability to work as part of a team.

Desirable competencies

- ✓ Showing a genuine interest in learning and adapting;
- ✓ 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 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.
- ✓ Certificate of good health is required.

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

Interested candidates for this vacancy must submit a Personal History Form (PHF) and its supplementary pages (if applicable), by e-mail with "Publication LASTNAME, Name – HR Intern UNHCR San José, Costa Rica" in the subject line to: cossarrhh@unhcr.org.

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.