



# UNHCR

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

# Terms of Reference

## Internship

## Compliance and Risk Management Unit

UNHCR, the UN Refugee Agency, is offering an internship within the *Compliance and Risk Management Unit* in our *Budapest Headquarters in Hungary*.

UNHCR is a global organisation dedicated to saving lives, protecting rights and building a better future for refugees, forcibly displaced communities and stateless people. Every year, millions of men, women and children are forced to flee their homes to escape conflict and persecution. We are in over 125 countries, using our expertise to protect and care for millions.

**Title:** Intern

**Duty Station:** Budapest, Hungary

**Duration:** 6 months

**Closing date:** 20 May 2021

**Start date:** to be advised

## Organisational context

The Compliance and Risk Management Unit (CRMU) is part of the Division of Emergency, Security and Supply (DESS). CRMU works closely with internal and external stakeholders to assess the internal controls in supply chain and to ensure goods and services procured by UNHCR are received within the expected/contracted quality levels.

The incumbent will receive regular guidance from his/her respective Supervisors. S/he will liaise with other internal and external stakeholders, as requested by the Supervisor.

The internship provides a framework for interested candidates from diverse academic backgrounds to gain exposure to the work of the UNHCR and obtain an understanding of the work of International Organizations. While coaching will be provided it is expected that the Intern is able to carry out tasks with limited guidance in a multi-cultural environment and to maintain harmonious and effective professional relationship with UNHCR Staff.

The Intern should note all information and data shared during the internship is confidential as per UNHCR policies and procedures and may not be shared with parties outside UNHCR.

## Duties and responsibilities

The successful candidate will support and assist CRMU in its day-to-day activities including:

- Participate in reviews and relevant testing as needed.
- Contribute to update CRMU webpage with the support of supervisor and reflect best practices and tools on the webpage.
- Support development of an online repository for supply chain related policies, Guidance Notes, Administrative Instructions and Standard Operating, Procedures, etc. to create an updated and dynamic platform.
- Verify inspection reports.
- Support development of inspection tools for new products as required.
- Provide support in developing internal Standard Operational Procedures (SOP).
- Develop presentations for meetings with internal and external stakeholders.
- Liaise and coordinate with internal and external stakeholders as needed.
- Support CRMU on other emerging tasks.

## Essential minimum qualifications and professional experience required

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

- In order to be considered eligible for an internship, the following criteria must be fulfilled:
  - (a. Be a recent graduate\* 2 or current student in a graduate/undergraduate school programme from a university or higher education facility accredited by UNESCO; and (b. Have completed at least two years of undergraduate studies in a field relevant or of interest to the work of the Organization (Business Administration, Logistics, Supply Chain Management, Risk Management, Engineering, or a related field).
- Fluency in English is a requirement and another UN language desirable.
- Analytical, organizational and communication skills and attention to detail.
- Ability to successfully interact with individuals of different cultural backgrounds.
- Knowledge of Internal audit or internal controls is desirable
- Knowledge of database tools such as SQL is desirable
- Knowledge of Business Intelligence software such as MS PowerBI and Tableau is desirable
- Good computer skills. Proficiency in MS Word and MS Excel is a requirement.

\*Recent graduates are to be considered those persons who completed their studies within one year of applying for an internship with UNHCR.

## Eligibility

The candidate must be legally present in Hungary at the time of application as UNHCR is not in a position to support a visa or related application on behalf of the candidate.

## Allowance

Interns who do not receive financial support from an outside party will receive an allowance to partially help to cover the cost of food, local transportation and living expenses.

## SUBMISSION OF APPLICATIONS

Interested applicants should submit their letter of motivation, Personal History Form (PHF) and CV to [hqdessrmubud@unhcr.org](mailto:hqdessrmubud@unhcr.org) indicating their LAST NAME and CRMU intern in the subject of the email.

The closing date of applications is 10 May 2021 (midnight Budapest).

Personal History Forms are available at [PHF Form](#) / [Supplementary Sheet](#).

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, training or any other fees).