



UNHCR

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

Terms of Reference

PSP MENA Admin Intern

PSP

UNHCR, the UN Refugee Agency, is offering an Internship/full time position within the **PSP MENA Admin Team** in Dubai, UAE

Established in December 1950, UNHCR is mandated to lead and coordinate international action to protect and assist refugees. In more than five decades, UNHCR has helped more than 50 million people restart their lives. Today, UNCHR staff in more than 120 countries continue to help and protect millions of refugees, returnees, internally displaced and stateless people.

Title: Admin Intern

Duty Station: Dubai, UAE

Duration: Six Months

Contract Type: Internship

Closing date: 17th March 2019

Start date: 1st April 2019

Salary: AED 700/week

Organizational context

The PSP team in the MENA region is headed by the MENA Regional Manager, with staff members in UAE, Saudi, Kuwait, Qatar, Egypt, Beirut and Amman. The Admin/finance unit which is based in Dubai is providing financial and administrative support for the whole region through day to day operations related to travel, attendance and overall office function, raising the need for additional support through a paid internship position.

The position

The Administration Intern will operate in the context of the Private Sector Partnerships (PSP)

unit and provide assistance to the PSP team with routine services and activities within the admin domain under regular guidance from the admin/finance team. As per specific instructions, the intern will require liaising with other internal or external entities, to facilitate effective delivery of services and achievement of administrative objectives.

Duties and responsibilities

- Responsible for the coordination, communication, set-up, welcoming and smooth running of Events on behalf of Admin team.
- Working with the team on procurement and requesting/finalizing quotations from suppliers.
- Responsible for organizing official travel.
- To assist in monitoring the absence record management.
- Responsible in maintaining monthly inventory, and in the distribution of stationery supplies as well and to assist in sending/receiving mail and couriers.
- Work with other admin team for different clerical tasks such as filing, scanning, photo-copying and other Admin tasks as required.

Essential minimum qualifications and professional experience required

- A University degree (BA) in Business Administration, Finance, Office Management, Human Resources or other related field.
- Have excellent communication skills with strong interpersonal and negotiation skills.
- Be fluent in English, with advanced writing and editing skills.
- Capable of building and maintaining simple databases and filing systems.
- Have good experience using the Microsoft Office suite (Outlook, Word, Excel, and PowerPoint)
- Demonstrate a genuine desire to learn and develop.
- Be highly organized and have good attention to detail.
- Be able to multi-task and to prioritize workload.
- Be a flexible, team-player.

Location

The successful candidate will be based with the team in Dubai, UAE. Our office is located in International Humanitarian city, near Al Makhtoum Airport.

Conditions

The internship is for six months and the start date is in April 2019. It is a full-time role with working hours starting from 9am to 4pm (without lunch break) & 9am to 4:30pm (with lunch break) Monday to Thursday.

Selected candidates will have to arrange for their own residency visa in UAE. Candidates holding valid residency UAE visa are encouraged to apply. Kindly mention your residency status in Application.

To apply

Interested applicants should submit their letter of motivation, Personal History Form (P11), and CV to niaz@unhcr.org indicating **PSP MENA Admin Intern** in the subject of the email.

P11 forms are available at www.unhcr.org/recruit/p11new.doc