

# Terms of Reference

## Admin Intern (F2F) Unit Internship

UNHCR, the UN Refugee Agency, is offering an internship position within the *PSP Regional unit* 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.

UNHCR is a global organization 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:** Admin Intern (F2F)

**Duty Station:** Dubai

**Duration:** 3 Months (with possible extension for 3 months).

**Contract Type:** Internship (monthly allowance will be provided, as per UNHCR policy)

**Closing date:** 18 November 2022

**Start date:** 01 January 2023

**Salary:** USD 2665/month

### Organizational context:

The PSP unit in MENA is primarily focused on raising funds and awareness from the private sector across the MENA region. This is done both online and offline and with a wide range of partners to include high net worth individuals, corporations and foundations & Individual donors. Based in the UAE the PSP unit focuses on advocating for refugees and other people of concern using multiple channels of engagement, such as digital and direct relationship management.

### The position:

UNHCR's Private Sector Partnerships (PSP) Unit in Dubai is looking for a bright and motivated intern to support its activities for up to six months.

We are seeking a dynamic and proactive team player, with a strong interest in Admin, NGOs and refugee issues, to complete a three-month internship within UNHCR's PSP unit.

The PSP unit works to raise the profile of UNHCR among the private sector, enhance the image of UNHCR internally, and works across UNHCR divisions, sections, and the field to promote an integrated approach and to inspire engagement with the public (individuals, corporations and foundations).

You will work closely with (F2F) team as part of the PSP MENA Face to Face team comprised of 40+ frontline face-to-face fundraisers and 4 UNOPS contractors managing the program as part of the Individual Giving team.

## Duties and responsibilities:

***Under the overall supervision of the Senior PSP Operations Associate, the main tasks of the PSP Operations Intern will be the following***

- Provide administrative assistance with the F2F processes by ensuring timely achievements and getting on the necessary approvals.
- Provide administrative assistance and oversee all legal paperwork required to staff members of the F2F team i.e., contracts
- Explain and ensure that UNHCR's F2F has a sound awareness of UN/UNHCR staff rules and regulations (including the Code of Conduct) and is aware of its rights and obligations as well as benefits and entitlements.
- Manage personnel records in the office, as well as of attendance, overtime and leave records. Provide support, guidance, and training to the staff performing personnel administration-related functions.
- Support the administration of the UNHCR medical insurance plan for locally recruited staff.
- Perform other duties when required.

## Essential minimum qualifications and professional experience required:

- A University degree (BA) in Business Administration, Finance, Office Management, Human Resources or another 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 (Teams, 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. Our Office is in International Humanitarian city, near Al Maktoum Airport.

## Conditions:

Applicant should be a recent graduate or current student who has completed at least two years of undergraduate studies. Recent graduates are to be considered persons who completed their studies within 2 years of applying for an internship with UNHCR.

An individual whose father, mother, son, daughter, brother or sister is a staff member of UNHCR, including a Temporary Appointment holder or a member of the Affiliate Workforce, is not eligible for an internship.

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

The internship is for Three months (with a possible extension for 3 months) and the start date will be in November 2022. It is a full-time role with working hours starting from 8am – 4:30pm (with 30 mins lunch break) Monday to Thursday & 8am to 12pm (no lunch break) on Friday.

**Recruitment as a UNHCR staff member and engagement under a UNHCR affiliate scheme or as an intern is subject to proof of vaccination against Covid-19.**

## Allowance:

Interns who do not receive financial support from an outside party will receive an allowance of USD 2665 to help to cover the cost of food, local transportation, and living expenses.

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

## To Apply:

Please use the below link to apply.

[Link](#)