

**Terms of Reference (ToR)**  
**Internship opportunity with UNHCR Country Office Sarajevo (Operations Unit)**

**1. Introduction**

The Office of the United Nations High Commissioner for Refugees (UNHCR) Representation in Bosnia and Herzegovina, Country Office Sarajevo, is currently looking for a talented and motivated candidate, with an outstanding interest to perform an internship in the field of programme management.

UNHCR started its operations in Bosnia and Herzegovina during the war, with one of the biggest relief operations ever organized. Since 1992, UNHCR has been the leading agency with regard to humanitarian assistance and protection of displaced persons in BiH. Today, UNHCR also supports the rights of asylum-seekers and refugees and assists the authorities in developing a functional asylum system in Bosnia and Herzegovina. Additionally, the Office assists the authorities to address statelessness issues and works to prevent, identify and eradicate statelessness in BiH.

**2. Time of the engagement**

- The internship will be initially granted for a period of two months and could be extended, subject of operational needs, available budget and successful performance, up to the maximum duration of eight months;
- The internship is on a full-time basis;
- The starting date of the internship can be immediate.

**3. Description of activities**

The intern will work in the Operations Unit of UNHCR Representation in BiH, duty station Sarajevo. In particular, s/he will contribute to the following tasks:

- Providing assistance in the daily management of the UNHCR's projects and related Partnership Agreements;
- Providing assistance in translating documents and drafting correspondence and simple reports and updates;
- Support in developing Project Monitoring Templates and organizing MFT verification visits;
- Producing tables/charts/graphs in Excel and developing Programme presentations;
- Facilitating data collection, helping organize meetings, field visits and events, taking meeting minutes, archiving, drafting and analyzing simple reports;
- Participating in monitoring of UNHCR's projects in Sarajevo;
- Performing any other duties as required.

**4. Eligibility**

In order to be considered eligible for an internship, the following criteria must be fulfilled:

- Be a recent graduate (persons who completed their studies within one year of applying for an internship with UNHCR) or be a current student in a graduate school programme from a university or have completed at least two years of undergraduate studies in the field of economy, technical sciences, business administration or another related field;
- 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 with UNHCR.

## 5. Essential Minimum Qualifications Required

- National of BiH or a holder of a valid residence/work permit in BiH;
- Excellent computer literacy (MS Office – Word, Excel, PowerPoint, Outlook) and excellent written and oral communication capacity. Advanced Excel knowledge is necessary;
- Fluency in English and languages in Bosnia and Herzegovina;
- Autonomy in work and readiness to work as a team member;
- High level of interest and motivation;
- Good analytical thinking, planning and organizing skills;
- Demonstrates flexibility, both intellectually and behaviourally, to adapt to and work effectively in a variety of situations, often under demanding conditions and with short deadlines, and to cope with the unforeseen or unexpected.

## 6. Desirable Qualifications and Skills

- High Grade Point Average achieved during the study;
- Strong analytical and mathematical skills;
- Strong drafting skills.

## 7. Application process

Your CV and a motivation letter in English, certified copies of diplomas or proof of enrolment in graduate/undergraduate studies, including recommendation letter from the graduation educational institution, should be sent by e-mail to [bsnvacancies@unhcr.org](mailto:bsnvacancies@unhcr.org). In the subject line please indicate “**UNHCR BiH Programme Internship 2023**”. **Deadline for application: 17<sup>th</sup> February 2023, 23:59 CET.**

Due to a large number of applications, only short-listed candidates will be contacted and invited for the panel interview. **In addition, a written test might be given to the short-listed candidates for further assessment of their skills relevant for the position.**

## 8. Administrative Note

- UNHCR provides a Food and Local Transportation Allowance to those interns who do not receive financial support from an outside party (non-sponsored interns);
- Doctor's certificate attesting to interns' good health must be submitted to UNHCR prior to the start date of the internship;
- Interns are fully responsible for arranging their own medical insurance covering the full internship period. Copy of proof of a valid medical insurance covering the period of the internship must be provided to UNHCR.

## 9. Supervision

The position will be supervised by the Assistant Programme Officer. With the guidance of the intern's designated supervisor, work plans are to be discussed and agreed once the internship begins.

## 10. Subsequent Employment by UNHCR

An internship with UNHCR does not create any expectation or entitlement to employment with UNHCR at the conclusion of the internship.