

## **UNHCR SPAIN VACANCY ANNOUNCEMENT**

### **Ref. num. SPA/2019/13**

Date of advertisement: 01/08/2019

Application deadline: 15/08/2019

Title: **Information Management Intern**  
Type of contract: **Internship**  
Organizational Unit: **UNHCR Country Office in Spain - Protection Unit**  
Location: **Madrid (Spain)**  
Duration: **6 months. Expected start in September 2019**

#### **Background information/Organizational Context**

UNHCR is the UN Refugee Agency for Refugees, dedicated to saving lives, protecting rights and building a better future for refugees, forcibly displaced communities and stateless people. The UNHCR Country Office in Spain works to improve the international protection system in Spain advocating for the rights of refugees and asylum-seekers while promoting political, social and financial support for them.

#### Organizational Context

The protection of refugees, IDPs, asylum seekers and statelessness is the core of UNHCR's mandate. UNHCR is engaged in ensuring that persons forced to flee and stateless persons may enjoy basic human rights and not be returned against their will to a country in which they may be subjected to persecution. In Spain UNHCR works with refugees, relevant institutions as well as civil society to ensure the protection of refugees and stateless persons. UNHCR supports the Spanish Government and other competent authorities in strengthening asylum legislation, ensuring that policies, laws and implementation practices are in line with the 1951 Geneva Convention on the Status of Refugees and other international standards, including through training, capacity building and technical support. In addition UNHCR carries out activities in the field of integration, child protection and SGBV prevention, with an AGDM and community based approach. UNHCR in Spain is present in Madrid and has small field presence in the cities of Melilla, Algeciras/Ceuta and Málaga.

#### The position

This position is primarily intended to provide interns with the opportunity to undertake a work experience in the field of information management, linked to their university studies that could help them to provide guidance on their future careers. It is also meant to provide support to the work undertaken by the Protection Unit while acquiring experience on interaction and team work. The intern will support the information management unit of the UNHCR Spain office in all relevant activities, with a particular focus on data collection and analysis, dashboards updates, GIS and information research, and will have the opportunity to strengthen and deepen his/her knowledge acquired during university studies on data management, data analysis, GIS and related issues.

The intern will work in close coordination and will be supervised by the Information Management Assistant, who gives regular guidance and advice to the incumbent.

#### **Duties and Responsibilities**

Under the supervision of the Information Management Assistant, the intern will be asked to perform the following tasks:

- Support the Protection Unit in data collection and analysis of arrival and asylum trends;
- Register and systematize information;
- Support preparing Information Management products, like dashboards, updates, internal reports;
- Conducting data research and gathering relevant information for the IM Activities;
- Providing support in the improvement of data collection tools;
- Assisting in maintenance and development of data management processes;
- Participation in coordination activities related to the Information Management of the Office;
- Support with the translation (English/Spanish) of relevant documents;
- Any other tasks as needed.

The intern will be trained and supported in his/her work.

#### **Minimum qualifications required**

- Be a recent graduate (completed studies within one year) or current student in a graduate/undergraduate school programme from a university or higher education facility accredited by UNESCO and have completed at least two years of undergraduate studies in a field relevant or of interest to the work of the Organization (i.e. Geography, Statistics, Economics, Computer Science or a related areas).
- Be available to work part time (20 hours), Monday to Friday, mornings 9-13 hours.
- Proven skills to analyse statistical information
- Possesses Advanced Excel skills (e.g. pivot tables, functions, etc.).
- Experience with GIS software such as ArcGIS and/or QGIS.
- Experience with Adobe Suite such as In-Design and Illustrator would be an asset.
- Fluency in Spanish and English. Additional languages, particularly Arabic would be an asset.
- Have excellent research and organizational skills.
- Have good inter-personal skills and be a keen team-player.
- Capacity to adapt to the requirements of the operation.
- Respect for diversity and capacity to work in stressful contexts.
- Flexibility and capacity to work autonomously.

#### **Other relevant conditions**

- Internships do not carry any expectation or entitlement to employment with UNHCR at the conclusion of the internship or at any time thereafter. Interns are not considered in any respect as a staff member of UNHCR. Interns shall not be eligible to apply for, or be appointed to, positions in UNHCR during the period of internship and for a period of six months following the end of their internship. Interns may be hired as individual contractors without a break in service, provided they have the required qualifications and professional experience.
- Interns are not remunerated but are entitled to receive a food and local transportation allowance.
- UNHCR is not responsible for the costs of travel, visas, accommodation, vaccines or living expenses associated to the internship.



**UNHCR**

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

**How to apply - PLEASE READ CAREFULLY:**

Please download a **Personal History Form (PHF) and Supplementary Sheet (if needed)** from <http://spain.unhcr.io/land.php>. Then register/login in, complete the online application form and upload your signed PHF in pdf format **no later than 15/08/2019, 23:59 CET**.

Incomplete applications will not be considered.

Shortlisted candidates will be required to sit a written test and to hold an interview.

**Only applications from candidates who are short-listed will be acknowledged.**