

9 September 2019

VACANCY ANNOUNCEMENT

Programme Intern

This internship position is primarily intended to provide the Intern with the opportunity to undertake a work experience related to university studies or to possible future careers. Secondly, it is meant to provide practical assistance to the Programme Unit.

Major duties and responsibilities:

1. Provide clerical assistance to the Unit to ensure that routine services and activities are properly implemented;
2. Preparing financial records for reporting to donors and partners implementing projects;
3. Data systematization and support for impact evaluation of UNHCR's programmes in Italy;
4. Assistance in relation to periodic monitoring and reporting of financial performance and preparation of relevant factsheets and infographics;
5. Drafting narratives and meeting minutes as required;
6. Maintaining various records and files and assist during the transition to electronic archives.

Qualifications required:

- Be a recent graduate¹ or a current student/undergraduate school programme from a university or higher education;
- Have completed at least two years of undergraduate studies in Economics, Management, Social Sciences or related areas;
- Fluency in English and Italian language;
- Good command of Microsoft Office suite, Excel and Power Point particularly (mastering charts, data mining). Some experience in data management is desirable;
- Flexibility and adaptability;
- Good interpersonal relations and team working skills.

Internship starting date: 10 October 2019

Duration: initial three months, with possibility of extension up to eight months

Duty Station: Rome, Italy

Please note that:

- **Candidates must have the right to work in Italy;**
- There is no expectation of employment at the end of the internship. 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 who do not receive financial support from an outside party will receive financial support from an outside party will receive a Food and Local Transportation Allowance which will be the equivalent of 10% of the Daily Subsistence Allowance (DSA) of the duty station and be based on

¹ Person who completed their studies within one year of applying for an internship with UNHCR

30 calendar days. It must not exceed the equivalent of USD 1000 per month, normally payable in local currency. If the agreed internship is not full-time, the Allowance will be adjusted accordingly.

Closing date for applications: 22 September 2019 at 23.59

How to Apply (please read carefully):

Candidates must have the right to work in Italy.

To apply, please download the Personal History Form (PHF) and Supplementary Sheet at: <http://italy.unhcr.io/land.php>. Then signup/login and complete the online application form.

Only short-listed candidates will be contacted for the assessment.

Shortlisted candidates will be assessed through a written test and an oral interview.

For application-related queries, please write to itarovacancies@unhcr.org.