



# Internship

**The United Nations High Commissioner for Refugees (UNHCR) is looking for a Administrative Intern for the National Office in Ljubljana, Slovenia.**

## Background

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The Office of the United Nations High Commissioner for Refugees is mandated to lead and co-ordinate international action to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and well-being of refugees. It strives to ensure that everyone can exercise the right to seek asylum and find refuge in another State, with the option to return home voluntarily, integrate locally or to resettle in a third country.

## The internship

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### Objectives:

The role of the Admin Intern is to support office in Slovenia in its daily activities.

The internship provides an opportunity for interns to gain experience in the field of refugee and asylum issues by assisting the National Office in Slovenia and learn to perform at high international standards at a UN agency.

The Admin Intern will be working under the direct supervision of the Admin/Finance Associate in collaboration with the Officer in charge and colleagues in the Protection, Programme and PI Unit.

### Tasks:

- Prepares correspondence and reports, as required, on general administrative and financial tasks.
- Assist in interpreting/translating during meetings and conferences, translating of short documents and proofreading UNHCR and other documents translated into Slovene.
- Assists in maintenance of financial records and monitoring systems to record and reconcile expenditures, balances, payments, statements and other data for day-to-day transactions and reports;

- Assists in requisitions of office supplies and equipment and arranges for control of distribution and maintenance of appropriate inventory records;
- Performs other duties as required.
- Assisting with other administrative and logistical tasks if required.

### Duration:

The internship will last from three to six months. Part-time internships will be considered (please state your availability in your application).

### Administration:

Internships at UNHCR are non-paid. UNHCR can not provide any financial assistance to travel or living costs of interns. For further information please visit: <http://www.unhcr-centraleurope.org/en/general/employment/internships.html>.

Upon completion of the internship, interns are provided with an official UNHCR attestation letter and upon request and agreement with the supervisor a letter of recommendation. The incumbent will be required to hold a valid medical insurance covering the full period of the internship.

## Application

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### Desired qualifications:

- On-going or finished studies in the field of administration, business, international relations and interest in international and EU asylum and human rights law.
- Fluency in both written and oral Slovene and English are essential, working knowledge of French or other official UN language is an asset.
- Computer literacy: Word, Excel, PowerPoint
- Good communication and co-ordination skills.

### How to apply:

Interested applicants are encouraged to submit their CV and motivation letter together with a UN Personal History Form (P.11 form). P.11 forms can be downloaded from: [www.unhcr.org/recruit/p11new.doc](http://www.unhcr.org/recruit/p11new.doc).

Complete applications should be submitted to the Officer in charge to [svnli@unhcr.org](mailto:svnli@unhcr.org) with the subject line: "Application for Admin Internship".

**The deadline for applications is 11 December, 2016.**

**Please note that only candidates short-listed for a personal interview will be contacted.**