

TERMS OF REFERENCE

Internship opportunity with UNHCR in Albania

Organizational Unit:	UNHCR Country Office, Tirana/Programme Unit
Duty station:	Tirana, Albania
Type of Contract:	Internship (Full Time)
Duration:	Three months with possibility of extension
Expected start date:	15 February, 2019
Application deadline:	25 January, 2019

Background information/Organizational Context

UNHCR provides support to asylum seekers and refugees who seek protection in Albania and after receiving status opt for local integration as a durable solution to their situation. UNHCR in Albania operates with different partners among them, local NGOs, UN Agencies and Governmental Institutions to implement its planning on a yearly basis. Implementation of activities is overseen and monitored also by programme unit and as such a series controlling mechanisms for monitoring and reporting are in place.

Duties and Responsibilities

- Draft as an initial form the Monitoring of Partners tool kit which contains 7 forms among which the risk assessment and monitoring plan. This kit will be prepared for 5 partners.
- Participate and assist the Assistant Programme officer in verification visits to the partner for MYR.
- Prepare initial draft of the verification reports upon completion of visits
- Draft the audit reports matrix and actions and implementation timeframe for three partners
- Draft documents upon request
- Follow up and monitor the activities of coaching of IRCA partner and report accordingly
- Assist the programme unit in expenditure and other reports for MYR
- Organise seminars and meetings
- Draft and finalise minutes of meetings in programme unit
- Assist programme unit in administrative tasks as required

Minimum qualifications required

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

- Recently graduated from university or currently enrolled in graduate/undergraduate school at university and completed at least two years of undergraduate studies in Finance and Economics, Public Administration or related field.
- Fluency and good drafting skills in English and working knowledge of another relevant UN language or local language.
- Strong analytical planning and organizational skills.
- Command use of Excel spreadsheets

Application and Selection

Interested candidates are kindly advised to submit CV and motivation letter, as well as certified copies of diplomas or proof of enrolment in graduate or undergraduate studies, by e-mail to albti@unhcr.org. In the subject line please indicate “UNHCR – Albania, Programme Internship”. Deadline for application: 25 January 2019.

Note: Food and local transportation allowance will be provided to interns who don't receive financial support from an outside part.

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.

Only short-listed candidates will be contacted.