

# Terms of Reference

## PSP Finance, Administration and IR Team Intern Finance, Administration and IR Team (PSP)

**Title:** PSP Finance, Administration and IR Team Intern

**Duty Station:** Copenhagen, Denmark

**Duration:** 6-8 months

**Contract Type:** Internship

**Closing date:** 03 December 2018

**Start date:** 01 February 2019

UNHCR, the UN Refugee Agency, is offering an internship within the Finance, Administration and Income Recording (IR) team in our Copenhagen Headquarters in Denmark.

The Finance, Administration and IR team sits within the Private Sector Partnerships Service (PSP) in the Department of External Relations (DER). This exciting internship is a unique opportunity to gain experience with UNHCR's Private Sector Partnerships fundraising development activities in support of the refugee cause, as well as valuable experience working within the UN system.

UNHCR is a global organization dedicated to saving lives, protecting rights and building a better future for refugees, forcibly displaced communities and stateless people. Every year, millions of men, women and children are forced to flee their homes to escape conflict and persecution. We are in over 130 countries, using our expertise to protect and care for millions.

## Organizational context

The team supports fundraising activities conducted by the PSP Network on all areas of Finance, Administration and Income Recording. The PSP Network has been operating since 1999, working globally with different UNHCR regional and country offices and conducting a variety of activities to fulfil one simple primary purpose: maximize private sector funds for UNHCR, while spreading awareness and advocating for a greater understanding of the refugee story, growing a global community in support of refugees and UNHCR.

## The position

We are seeking a dynamic and proactive team player, with a strong interest in finance, data analysis, digital collaboration and refugee issues, to complete a six-eight month internship within the Finance, Administration and IR team.

## Duties and responsibilities

The PSP Finance, Administration and IR Team Intern will be expected to:

- Streamline the management of financial documents and records;
- Assist in the development of guidance documents in respect to PSP financial and administrative policy;
- Work closely with the Finance Associate in monitoring the allocation of expenditures within the SharePoint platform;
- Use our various data sources and tools to provide data insights to management and colleagues within the PSP network;
- Assist in the PSP reporting and planning process;
- Assist the Income Recording team in any requested tasks;
- Provide any other required support to the team.

## Essential minimum qualifications and professional experience required

The ideal candidate will:

- Possess a university-level degree in a relevant field, for example ICT, Business and Economics, Business Administration, Accounting, or Finance etc.;
- 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;
- Be fluent in English. Additional languages are desirable, but not essential.
- Have strong research and organizational skills. This includes a good understanding of qualitative and quantitative research methods and techniques;

- Have advanced experience using the Microsoft Office suite (Outlook, Word, Excel, Publisher and PowerPoint). Advanced experience using Microsoft Excel is particularly important as this is the primary tool we use to process data;
- Have experience with SharePoint;
- Have a strong interest in developing important skills for a career in finance;
- Be tech-savvy and have a keen interest in budgeting, reports and fundraising;
- Show a genuine desire to learn and adapt;
- Possess strong inter-personal skills and be a keen team-player.

## Location

The successful candidate will be based with the team in UN City in Copenhagen, Denmark. Obtaining and renewing current visas and residence permits including all associated costs, are the responsibility of the intern.

The internship is for six-eight months and the start date is 01 February 2019. It is a full-time role with working hours starting from 8.30am to 5pm Monday to Friday (40 hours per week) and the intern will be eligible to receive a monthly transportation and food allowance.

## To apply

Interested applicants should submit their letter of motivation, Personal History Form (P11), and CV to [DENCOCMUHR@UNHCR.ORG](mailto:DENCOCMUHR@UNHCR.ORG) indicating ***PSP Finance, Admin & IR Team Intern*** in the subject of the email. P11 forms are available at [www.unhcr.org/recruit/p11new.doc](http://www.unhcr.org/recruit/p11new.doc)