



UNHCR

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

Terms of Reference

Educate A Child (EAC) Programme Intern

Private Partnerships and Philanthropy, Copenhagen

UNHCR, the UN Refugee Agency, is offering an internship within the *Private Partnerships and Philanthropy (PPH) Section* in our *Copenhagen Headquarters in Denmark*.

The internship will be within UNHCR's Private Sector Partnerships Service, which sits within the Department of External Relations (DER), with close collaboration with the Education Section in Division of Resilience and Solutions (DRS), and Division of Financial and Administrative Management (DFAM). This exciting internship is a unique opportunity to work in a cross-functional Programme team within the UN system and gain experience in Programme assistance with a focus on donor financial reporting.

Title: Educate a Child (EAC) Programme Intern

Duty Station: Copenhagen, Denmark

Duration: 6 months

Contract Type: Internship

Closing date: 11 February 2019

Start date: 1 March 2019

Organisational context

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.

The Private Partnerships and Philanthropy Section operates from Copenhagen, the extended arm of UNHCR Headquarter, with global coverage through Regional Managers, National PSP Offices and National Partners. As part of the Private Sector Partnerships Service, the role of the Private Partnership and Philanthropy Section is to raise funds from corporate companies, foundations and high net worth individuals.

One of the biggest private sector donors to UNHCR is Education Above All Foundation, founded and chaired by Her Highness Sheikha Moza bint Nasser of Qatar, which is the umbrella organization for Educate a Child Programme. The objective of the EAC Programme is to significantly reduce the numbers of children worldwide who are missing out on their right to primary education. In UNHCR, EAC Programme is implemented in 12 countries in Africa, Asia and MENA region, with potential extension to the Americas. Since the beginning of the partnership with UNHCR in 2012, EAC has allocated over USD 76 million to support UNHCR's activities.

The position

We are seeking a dynamic and proactive team player, with a strong interest in financial donor reporting and refugee issues, to complete a six-month internship within UNHCR's PPH Team. The intern will be working in a dynamic cross-functional team to support the financial donor reporting, financial monitoring and other programme support activities. The intern will work closely with the EAC Programme Associate and EAC Donor Focal point to support the timely delivery of the Annual and Mid-Year Financial Report, develop financial monitoring tools, and support budgetary review of a three-year partnership proposal for extension of EAC Programme.

The EAC Programme Internship is located in Copenhagen but will provide desk-based support for UNHCR's operations globally.

Duties and responsibilities

Financial Monitoring and Reporting

- Assist the monitoring of the implementation progress of the EAC Programme contribution in the UNHCR Financial System, and accordingly follow-up with the respective operations;
- Assist the review of Mid-Year and Annual country financial reports.
- Critically analyze and provide suggestions on the improvement of Programme financial monitoring tools set in place;

Team Collaboration and Communication Tools

- Support the development and maintenance of the team collaboration platform in SharePoint;
- Regularly update the EAC Programme Contact List;
- Assist the EAC HQ team meetings and keep a record of the meeting notes;

- Perform other duties as requested.

Essential minimum qualifications and professional experience required

The ideal candidate will:

- Be a recent graduate (completed studies within one year) or current student and have completed at least two years of undergraduate studies
- University degree in Business/International Administration, Political Science/International Relations, Finance or another related discipline.
- Have strong Microsoft Excel Skills and good experience using other softwares of the Microsoft Office suite (Outlook, Word, and PowerPoint).
- Capable of building and maintaining databases and filing systems for project management.
- Basic knowledge of SharePoint is desired.
- Have excellent communication skills with strong interpersonal skills.
- Fluency in written and oral English is required ;
- Demonstrate a genuine desire to learn and develop.
- Be highly organized and have good attention to detail.
- Be able to multi-task and to priorities workload.
- Be a flexible, team-player.

Location

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

Conditions

The internship is for six months and the start date is 1 March 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 local transportation and food allowance.

To apply

Interested applicants should submit their letter of motivation, Personal History Form (P11), and CV to DENCOCMUHR@UNHCR.ORG indicating ***Educate A Child Programme Intern*** in the subject of the email. P11 forms are available at www.unhcr.org/recruit/p11new.doc