

## UNHCR CYPRUS VACANCY ANNOUNCEMENT

**Ref. num.:** CYP/2019/2

Date of advertisement: 03/06/2019

Application deadline: 17/06/2019

This is an intern position

**Organizational Unit:** Finance/Administration Unit

**Duty station:** Nicosia, Cyprus

**Duration of the internship:** 3 months (with the possibility of extension up to 8 months)

**Expected start date:** July 2019

### **Background information/Organizational Context**

The Office of the United Nations High Commissioner for Refugees (UNHCR) is a humanitarian and non-political organization mandated by the United Nations to protect refugees, asylum-seekers and stateless persons and help them find lasting solutions to their problems. UNHCR's activities are based on a framework of international refugee law and standards that includes the 1951 Convention relating to the Status of Refugees and its 1967 Protocol, as well as an array of international and regional treaties on human rights and humanitarian law. UNHCR works with States, civil society organizations, the legal community, the media and other actors to ensure the protection of refugees and promote their participation and integration in the economic, social, cultural and political life of their host society.

The Finance/Admin intern will support the work of the Finance/Administration Unit while acquiring experience on interaction and team work. The intern will support the Finance/ Administration unit of the UNHCR Cyprus Office in all relevant activities with a particular focus on providing clerical assistance on routine activities. The intern will be supervised by the Finance/Administrative Associate who gives regular guidance and advice to the incumbent.

### **Duties and Responsibilities**

- Assist in maintaining financial records;
- Provides clerical assistance to the Unit;
- Assist in preparation of correspondence and reports;
- Assist in processing of entitlements and maintenance of various personnel records and files
- Maintains up-to-date filing systems;
- Performs other Finance/Administrative-related duties as required;

- Any other tasks as needed.

### **Minimum qualifications required**

- Be a recent graduate (completed studies within one year) or current student in a graduate/undergraduate school programmed 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 or the work of the Organization (i.e. Finance, Administration, Management or related areas).
- Have good inter-personal skills and be a keen team-player.
- Good knowledge of Microsoft office (excel particularly).
- Excellent oral & written communication skills.
- Fluency in Greek and English.
- Flexibility and adaptability.

### **Other relevant conditions**

- Internships do not carry any expectation or entitlement to employment with UNHCR at the conclusion of the internship or any time thereafter. Interns are not considered in any respect as a member of UNHCR. 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.
- Internships are not remunerated but are entitled to receive food and local transportation allowance.
- UNHCR is not responsible for the costs of travel, visas, accommodation, vaccines or living expenses associated to the internship.

#### **How to Apply (please read carefully):**

#### **Candidates must have the right to work in Cyprus.**

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

Incomplete applications will NOT be considered.

Only short-listed candidates will be contacted for an interview and a written assessment, if applicable.

For application-related queries please write to [cypni@unhcr.org](mailto:cypni@unhcr.org)