

**Administrative/Finance Intern
UNHCR Canada, Private Sector Partnerships (PSP)**

Title: Administrative Intern
Location: Toronto, Canada
Working Unit: UNHCR Private Sector Partnerships (PSP), Administration/Finance unit
Duration: From 29 March 2018 to 31 May 2018 (2 Months)

1. General Background:

The Office of the United Nations High Commissioner for Refugees (UNHCR), also known as The UN Refugee Agency, is the world's leading organization aiding and protecting people who are forced to flee from their homes due to violence, conflict and persecution. UNHCR provides shelter, food, water, medical care and other life-saving assistance to refugees worldwide.

The dream of most refugees is to return home. When possible, UNHCR helps refugees return to their homeland. When refugees can't go back home, we work to find opportunities for them to rebuild their lives in another country. Since its formation by the United Nations General Assembly in 1950, UNHCR has helped an estimated 50 million refugees restart their lives and has twice received the Nobel Peace Prize.

Join a dynamic team of national and international fundraisers at an organization investing in—and achieving significant growth in its private sector fundraising programs globally. We are committed to giving you the best experience possible as an intern within our organization.

2. Role & Responsibilities:

Reporting to Senior PSP Assistant, the Intern will have a chance to gain a wide range of Administrative Finance experience including:

- **Administration:** Assist with daily administrative/finance duties of the office
- **Communication:** Respond to supplier queries and update the supplier information
- **Finance:** Screen the invoices and keep track of payments, Track PSP revenue, Reconcile monthly expenses, Manage tax return
- **Policy research:** Research the existing policies and create extracts and checklists that helps day to day administration of the office
- **Procurement:** Assist with updating/tracking procurement contracts
- **Asset Tracking:** Assist with Asset tracking
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3. Skills & Qualifications:

- Excellent communications and team work skills
- Strong organizational skills with high attention to details
- Ability to prioritize tasks and meet deadlines
- Can work independently as well as part of a team
- Problem solving skill
- Excellent computer skills (MS Word, Excel and PowerPoint)
- Fluent in English
- Recent graduate or current student in graduate / undergraduate program in the field of Administration or Finance.

4. Benefits:

An internship with UNHCR Canada means you will engage in the daily activities of our employees and gain real-world experience while making a difference in the lives of displaced people worldwide.

You will apply your educational knowledge to real-life situations while being urged to use your own creativity in your work. We will embrace your ideas as we want to learn just as much from you as you will from us!

How to apply

Interested applicants should send a resume and cover letter (consolidated into one document) to cant1adm@unhcr.org with the subject line "Administrative Internship Application".

Interviews will take place on a rolling basis until the role is filled.

Thank you for taking the time to consider this position. Please note that only individuals chosen for the interview will be contacted. Unfortunately, we are not accepting phone calls at this time.