



# UNHCR

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

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## Internal / External Vacancy Notice

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### Admin/Finance Intern - CANTO/PSP/VN/004

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Location: Toronto, Ontario  
Duration: 15 May 2019 to 15 September 2019 (*possibility of extension*)  
Application deadline: 15 May 2019

#### General Background

The United Nations Refugee Agency (UNHCR) is the world's leading not-for-profit organization in helping and protecting the millions of people forced to flee their homes because of violence, conflict and persecution. We deliver life-saving assistance, including shelter, food and water while also safeguarding fundamental human rights, safety and dignity.

Our Canadian office is part of a global network that works in 130 countries, protecting over 65 million people. We were founded in 1950 as part of the United Nations effort to help people displaced by World War II. Since then we've been on the ground helping over 50 million people forced to leave their homes, and have even received two Nobel Prizes for our work.

We are passionate about the people we help—and the amazing team of people who work for us. We thrive on excellence, integrity and respect for diversity. Our culture is dynamic, results-oriented and focused on change, ready to tackle the latest global humanitarian crisis. You'll be part of a newly growing team that—due to a significant revitalization process—is set for transformational growth. We need someone who's not only ready to jump in at the start of this journey, but has the skills, energy and creativity to help shape what comes next.

#### Eligibility

In order to be considered eligible for an internship, applicants must be a recent graduate 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.

#### Purpose and Scope of Assignment

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!

#### Administrative/Finance Duties

- Assist in supplier account management i.e. updating supplier account info, sending payment notifications, replying supplier queries.
- Assist in monthly TAX reconciliation process
- Assist in purchase of office supplies and furniture
- Assist in digitalizing Admin archive
- Barcoding office equipment
- Preparing inventory list
- Identify outdated equipment and assist in disposal of those items
- Other duties as required.



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### **Qualifications and Experience**

- University degree or college diploma in progress or completed within the last 12 months
- Experience in Administrative works
- Excellent communications skills
- Good computer skills, in particular Microsoft Word, Excel and PowerPoint

### **b. Work/Volunteer Experience**

- Related work and volunteer experience

### **c. Key Competencies**

- Fluent in English, communicates well with the general public, is customer service-oriented
- Good computer skills, in particular Microsoft Word, Excel and PowerPoint Excellent communications skills
- Ability to work under deadlines.
- Ability to work independently as well as part of a team.

UNHCR Interns receive food and transportation allowance based on standard UN Daily subsistence allowance rate.

To apply for this position, please send a copy of your resume and cover letter to [cant1adm@unhcr.org](mailto:cant1adm@unhcr.org) with “**CANTO/VN/PSP/VN/004-Admin/Finance Intern**” in the subject line.

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

Please note that the receipt of applications will not be acknowledged and only short-listed candidates will be contacted for interview.

**NO PHONE CALLS PLEASE**