



UNHCR

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

Internal / External Vacancy Notice Administrative Intern – JR2666630 CANTO/PSP/VN/26-003

Location: Toronto
Title: Administrative Intern
Application deadline: 20 May 2026
Type of contract: Internship
Duration: 8 months from the start date of the contract
Expected start date: 01 June 2026
Workday Reference: JR2666630

1. 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 135 countries, protecting over 80 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 have been on the ground helping over 68 million people forced to leave their homes and have even received two Nobel Prizes for our work.

Within the Private Sector Partnerships (PSP) team, we fundraise from individual Canadians, business, and Foundations. 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 will be part of a newly growing team that—due to a significant revitalization process—is set for transformational growth. We need someone who is 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.

2. Operational Context

An internship with UNHCR Canada means the candidate will engage in the daily activities of of the team and gain real world experience while making a difference in the lives of people worldwide. Working with professional fundraisers and the admin and operation team in Canada, interns will immediately embrace real, meaningful assignments. The candidate will apply their educational knowledge to real-life situations while being urged to use own creativity in their own work. This intern position will work with the Admin/Finance Unit under the overall supervisor of the Admin/Finance Associate to ensure that routine services and activities within the admin/finance domain are properly implemented.

Duties and Responsibilities:

The incumbent will be responsible for updating the PSP Canada SharePoint site, ensuring that the online collaborative calendar of activities is regularly updated and identifying ways we can improve visibility and usability for all colleagues in the office.

The incumbent will also be responsible updating staff list and interns list and schedules within the PSP Office.

HR/Procurement

An important component of the role will be researching, designing and implementing tools or platforms to help PSP Canada updating the flowcharts and in relation to HR, Procurement and budget monitoring on SharePoint sites. The incumbent will be responsible for updating Asset management tracker and office recording.

Duties and Responsibilities

- Assist in updating current SharePoint pages.
- Regularly updating and improving the PSP Canada SharePoint site .
- Policy updates on local SharePoint PSP Canada.



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- Assist in providing material needed from office to support operation PSP Americas in the region when needed.
- Assist supplier correspondences and reports.
- Assist in office procurement.
- Responsible in maintaining monthly inventory, and in the distribution of stationery supplies as well and to assist in sending/receiving mail and couriers.
- Assist in digitalizing administrative/finance documents.
- Asset management update and Barcoding office equipment.
- Assist in HR/admin tasks (attendance record, travel arrangements, quotes, etc.).
- Policy research within the UNHCR.
- Perform other related duties as required.

Minimum qualifications required

- University degree or college degree in progress or completed within the last 24 months.
- Experience in Administrative works is an asset.
- Experience in SharePoint is an asset.
- Excellent communications skills.
- Experience using the Microsoft Office suite (Outlook, Word, Excel, and PowerPoint).
- Excellent organizing skills and good attention to details.
- Be able to multi-task and prioritizing workload.
- Eligible to work in Canada (work permit – Canadian residents- Canadian Citizens)

Minimum qualifications required and key competencies:

- University degree or college degree in progress (completed at least 2 years of Study) or completed within the last 24 months required. A Degree in Communications, Marketing or International Development is an asset.
- Strong attention to detail.
- Excellent oral and written communications skills.
- Ability to work quickly and efficiently under deadlines.
- Ability to work independently as well as part of a team.
- Good computer skills, in particular Microsoft Word, Excel and PowerPoint.
- Knowledge of or experience in database entry/management an asset.
- Fluency in written and spoken English. French language skills are a strong asset.

3. Eligibility Criteria

Applicants must be legally eligible to work in Canada at the time of application. This includes individuals with one of the following statuses:

- Canadian citizen
- Permanent Resident of Canada (with valid documentation)
- Holder of a valid work permit or other written authorization under the federal Immigration and Refugee Protection Act.

4. Food and local transportation allowance

Interns who do not receive financial support from an outside party will receive an allowance to support costs related to food and local transportation.

The maximum allowance for a full-time internship is \$ 2,050.34 a month. UNHCR working hours are from 9-5 Monday through Friday.

The duty station for this internship is **Toronto**.

5. Submission of Application

To apply for this position, please visit the [UNHCR career webpage](#).



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Please note that only shortlisted candidates will be contacted - We regret we do not accept any phone calls.

UNHCR does not charge a fee at any stage of the recruitment process (application, interview, processing, or any other fees).

The UNHCR workforce consists of many diverse nationalities, cultures, languages, and opinions. UNHCR seeks to sustain and strengthen this diversity to ensure equal opportunities as well as an inclusive working environment for its entire workforce.

Applications are encouraged from all qualified candidates without distinction on grounds of race, color, sex, national origin, age, religion, disability, sexual orientation, and gender identity. UNHCR does not charge a fee at any stage of its recruitment process (application, interview, meeting, travelling, processing, or training).

We welcome applications from candidates with a refugee or stateless background.