



UNHCR

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

Vacancy Notice

Intern for Field Office Tehran

Vacancy Number: Intern-19-01

Duty Station: Tehran

Interested applicants should directly send their Personal History Forms to email address: irnrevac@unhcr.org or refer to below websites:

UN website: www.un.org.ir

UNHCR website: <http://unhcr.org.ir/fa/job>

Closing date: 26 March 2019

Please make sure you will mention the Vacancy Number (Intern-19-01**) in the subject line of your email.**

Applicants who do not submit the Personal History Form; or do not mention the vacancy number at subject line of their emails; or those who apply after the deadline will not be included in the list of applicants.

TERMS OF REFERENCE
Internship – Field Office Tehran
UNHCR – Tehran

Under supervision of Field Associate, in coordination with Assistant Field Officer, the main duties and responsibilities of the Field Office Tehran (FOT) intern are as follows:

- Organizing, updating, archiving, and maintaining FOT correspondence files and records;
- Follow up UNHCR files with program and other relevant units;
- Carrying out routine office / clerical tasks including float files;
- Assisting on preparation of minutes of the meetings and note for the files;
- Translations of letters, documents as and when required;
- Updating the FOT library list of materials
- Participation in relevant training sessions organized by the FOT and ORT
- Performs other duties as required.

Qualification/Required skills, experience and personal competencies:

- Third and fourth year of university student or recently graduated student;
- High motivation for learning about UNHCR and refugee issues in Iran;
- Good computer skills (particularly Microsoft Office Excel and Word);
- Field related experience is a plus;
- Good Knowledge of English language;
- Ability to work with office equipment.

Terms and Conditions:

- Food and Local Transportation Allowance will be paid for non-sponsored interns at the end of each month;
- The period of the internship will be 6 months;
- The intern is expected to work on a full-time (8 hours/day) basis at the UNHCR office in Tehran, Iran.
- As per Human Resources regulations, the intern should have no expectation of actual employment during or immediately after the expiration date.
- Applicants should provide proof that he/she fully covered by a medical insurance plan valid for the period of his/her internship which also covers medical evacuation from the internship duty station.