



# UNHCR

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

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## Vacancy Notice

### **Intern for Community Service Section**

**Vacancy Number:** Intern-19-04

**Duty Station:** Kerman

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

UN website: [www.un.org.ir](http://www.un.org.ir)

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

**Closing date: 20 August 2019**

**Please make sure you will mention the Vacancy Number (Intern-19-04) in the subject line of your email.**

Short-listed candidates may be invited for Functional Assessment and/or Written Exam.

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 (ToR)**  
**UNHCR Sub-Office Kerman**  
**Community Service Section- Intern**

**Under supervision of Protection Associate (Community-Based) the main duties and responsibilities are:**

- Assist in filing individual files and archiving process;
- Translate documents related to Community Service Section tasks;
- Gathering information and report based on the request of supervisor;
- Take part in conducting desk monitoring of CB Projects (2018) and CBI cases;
- Assist the team for preparing different reports, i.e. weekly report;
- Assist in carrying out all data entry and electronic information collection works to enable the office for ease reference and access to the files of the beneficiaries/ refugee cases;
- Take part in conducting surveys related to the section's tasks;
- Perform other duties as required.

**Qualification/Required skills, experience and personal competencies:**

- Be a recent graduate or current student in a graduate/undergraduate school programme from a university or higher education facility accredited by UNESCO (**Recent graduates** are to be considered those persons who completed their studies within one year of applying for an internship with UNHCR. / **Current students** are to be considered those who have completed at least two years of undergraduate studies in a field relevant or of interest to the work of the Organization, preferably in social sciences, humanities or other related fields);
- Good computer skills (particularly Microsoft Office Excel, Word, PowerPoint, Photoshop, etc.);
- Excellent English and Farsi languages;
- 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 of minimum 2 to maximum 6 months;
- There is no expectation of employment at the end of the Internship. Interns are not eligible to apply for a post with UNHCR during the period of Internship and for the six months immediately following the Internship's expiration date.