

Call for Interns



The United Nations has a full time unpaid internship opening available in Budapest, beginning mid-May, for a period of 2-3 months (flexible working hours can be negotiated).

This is ideal work experience if you have

- **attention** for detail and patience to assist colleagues with diverse backgrounds
 - an **interest** in the Organization, motivation to gain basic administrative experience
 - good **English skills** and **flexibility** to work in an international environment
 - a desire to train yourself and **become more professional and confident** in an office environment
- ... and if you want to enhance your CV for job interviews after graduation.

The role will include:

- maintaining the Personnel Administration library, secure data by monitoring the library cupboards
- checking files in and out - handling and administering library cards
- handing files out from the library, placing them back upon return
- assisting numerous colleagues in consulting files
- handling incoming Personnel Administration documents for the Data Management Unit
- administrative tasks (filing, scanning) upon request

During your time with UNHCR, we will provide information about the functions of the Global Service Center, the second Headquarter of the organization after Geneva. You will have access to colleagues in the Human Resources section and depending on interest, will be able to meet colleagues in Finance, Training and Supply Management. You will work in a friendly and dynamic group and will be invited to participate in upcoming social hours organized by the Staff Committee. Upon successful finishing of the Internship, UNHCR will provide a letter of recommendation.

Apply now!

Please send your CV and letter of motivation to Viktoria Szabo (szabov@unhcr.org), describing why you are interested in this role, by midnight of **Thursday, 26, April.**