

## Call for Interns

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The United Nations High Commissioner for Refugees has currently a part-time unpaid internship opening available in Budapest (20 or 30 hours /week), for a period of 6 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
  - good **communications skills**, both written and spoken and are a **good team player**
  - some experience with **Microsoft Office** applications (Excel, PowerPoint, Internet Explorer)
  - 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:

- assisting in various administrative tasks in the Management, Leadership, Communications and Innovation Unit in the Global Learning Centre (GLC) of UNHCR in Budapest
- branding HR material for different learning programmes
- assisting in workshop preparation (printing, logistics, etc.)
- setting up webinars in the Learning Management System (LMS), sending out reminders
- running different reports (registration, evaluation, completion)
- solving technical issues in LMS (e.g. marking completion, troubleshooting basic webinar connection issues with participants)
- uploading materials to Learn & Connect
- structuring and clearing out the unit's e-depository containing a huge amount of learning documents
- data clearing in Excel

**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 Global Service Centre and depending on interest, will be able to meet colleagues in Finance, Human Resources and Supply Management. You also will get access to the UNHCR

Learn & Connect database so you can follow many interesting online trainings. 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 an attestation.

**Apply now!**

Please send your CV and letter of motivation to the following e-mail address: [HQGLCMLC@unhcr.org](mailto:HQGLCMLC@unhcr.org) and describe why you are interested in this role. We will plan the interviews as soon as we receive the applications, so if you are interested please contact us as soon as possible.