**TERMS OF REFERENCE FOR INTERNSHIP**

**Organizational Unit:** Field Office- Esmeraldas

**Duty station:** Esmeraldas, Ecuador

**Duration of the internship:** 8 months (6 months + 2 months extension as per the Administrative instruction)

**Expected start date:** End of 2020

**Background information/Organizational Context**

The intern will support the efforts of the field office in data management and reporting. The intern will be part of the Protection Unit and supervised by the Protection Assistant for Community Based Protection.

**Duties and Responsibilities**

* Support Field Office with systematization of monthly indicators
* Draft minutes of local coordination meetings
* Support drafting of reports and notes for the file as required
* Consolidate relevant information for infographics
* Compilation and updating of 4W platform of the Humanitarian Working Group and GTRM of Esmeraldas
* Maintain the shared file of the GTRM and Humanitarian Working group

**Minimum qualifications required**

* Experience with and knowledge of information management tools (QGIS, Microsoft Power BI, Sharepoint, DropBox, Menti, etc)
* Working knowledge of English and Spanish (oral and written). B2 Level

**Eligibility**

In order to be considered for an internship, candidates must meet the following eligibility criteria:

* Recent graduate (those persons who completed their studies within one year of applying) or current student in a graduate/undergraduate school programme from a university or higher education facility accredited by UNESCO; and
* Have completed at least two years of undergraduate studies in a field relevant or of interest to the work of the Organization.
* Candidates who have immediate relatives (father, mother, son, daughter, brother or sister) working as staff members of UNHCR are not eligible.

**Others**

It is a full-time role (40 hours per week).

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, colour, sex, national origin, age, religion, disability, sexual orientation and gender identity