**TERMS OF REFERENCE FOR INTERNSHIP**

**Title: Internship – Treasury Management Systems and FX/Investment**

**Organizational Unit: DFAM Treasury & Cash Service**

**Duty station: Geneva HQ**

**Contract Type: Internship**

**Duration:** 6 months

**Expected start date:** July 2023

**Background information/Organizational Context**

The United Nations High Commissioner for Refugees (UNHCR) provides international protection under the auspices of the United Nations, to refugees and other persons of concern, including stateless and internally displaced persons. UNHCR follows policy directives from the General Assembly or the Economic and Social Council.

The Team that the Intern will be working within is in charge of applying best practices in foreign exchange, liquidity management and risk management in order to managing associated financial risk through an integrated enhanced centralized approach within its current global management in liquidity i) $ 3.5 bn. in receipts of contributions in 10 major currencies and ii) $3.2 bn. providing the funding for disbursements worldwide in 98 currencies throughout 125 countries and 325 field operational bank accounts.

This Intern will be working with the Assistant Treasurer, Senior Treasury Officer – Investment and Treasury Officer – FX at Treasury and Cash Service, within the Division for Financial and Administrative Management (DFAM).

Through this Internship opportunities, the Intern would be learning the cutting-edge Treasury Management Systems (FIS Integrity and eBAM) and Cloud ERP System for Cash Management (Oracle Cloud) IT infrastructure and system structure, Foreign Exchange and Investment financial transactions and accounting, banking integration and fund settlement protocol and required information, and also the overall organizational liquidity management, risk monitoring and management in the truly global environment.

**Duties and Responsibilities**

* Supporting Treasury staff in entering data and administering and validating the configurations of FX and Investment financial instruments in TMS.
* Entering and maintaining the counterparty financial institutions’ settlement instructions and banking information in TMS.
* Monitoring and analyzing the fund settlements for various Treasury transactions and its generation of accounting entries.
* Conducting the cash flow forecasting and data maintenance for robust cash flow analysis for just in time FX and field bank account replenishments as well as the investment transactions.
* Monitor for any errors and delays in entries into TMS and ERP systems and liaise with IT and functional team for follow up and remedies.

**Minimum qualifications required**

* Computer and IT literacy to be able to work with MS Excel, WORD
* Basic knowledge of Foreign Exchange, Investments, and Banking
* Proficiency in English, including oral and written communication skills

**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 two years 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.

**NOTE:** An individual whose father, mother, son, daughter, brother or sister is a staff member of UNHCR, including a Temporary Appointment holder is not eligible for an internship.

**Allowance**

Interns will receive an allowance to partially help to cover the cost of food, local transportation and living expenses.

**To Apply:**

(the operation does not need to fill this part, it will be filled afterwards by the sponsoring institution)

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.

UNHCR does not charge a fee at any stage of its recruitment process (application, interview, meeting, travelling, processing or training.

We welcome applications from candidates with a refugee or stateless background.