**TERMS OF REFERENCE FOR INTERNSHIP**

**Title:** Supply Intern

**Organizational Unit:** Protection

**Duty station:** Quito

**Contract Type: Internship**

**Duration:** 6 months

**Expected start date:** July 2023

**Background information/Organizational Context**

The UNHCR operation in Ecuador is fundamentally driven to deliver protection and solutions to variety of persons of UNHCR’s concern such as asylum-seekers, refugees, and stateless in partnership and close collaboration with national authorities as well as non-governmental organizations and communities. Particular attention and specific multi-faceted protection and assistance is often provided within short timeframes and at times little resources in demanding operational environment. The wide palette of activities is principally coordinated from the national office in Quito as well as the field offices, including Quito (Solanda), Esmeraldas, Guayaquil, Ibarra, Tulcán, Lago Agrio, Huaquillas and Cuenca.

Ecuador is a destination and transit country for persons in need of international protection. Ecuador hosts more than 67,000 recognized refugees (mainly Colombians) and has become a main destination and a transit country for Venezuelan migrants and refugees. According to official sources of Ecuador, more than 950,000 Venezuelan Refugees and migrants have entered Ecuador in 2018. Most of the Refugees and Migrants are transiting in Ecuador before their departure to third countries such as Peru or Chile predominantly. However, official sources of the Government of Ecuador estimate that 263.000 Venezuelan Refugees and Migrants are now residing in Ecuador (since the beginning of the year 2019).

UNHCR seeks to recruit persons devoted to the purposes of the Office of the High Commissioner for Refugees who have commitment to humanitarian principles and functionally relevant work experience with different stakeholders. The candidates should have flexibility/adaptability i.e. analysing, adapting to, and working effectively in a variety of situations, often under demanding conditions, and coping with the unforeseen or unexpected. Team spirit as well as result orientated performance is also required. The candidates should have strong communication skills (written and spoken) principally in Spanish language whereas working level of English language is strongly desired. A high level of mobility and adaptability is required of the candidates as they may be requested to take up field mission in and out of the country at short notice.

**Duties and Responsibilities**

Support the organization of procurement processes and coordination of logistical services in full compliance with UNHCR rules and regulations:

* Support the related supply activities to facilitate UNHCR end to end processes resulting in a timely and quality delivery of goods and services to persons of concern in compliance with supply chain rules and procedures.
* Prepare quotation requests and tenders, produce bid-tabulations from tenders, and prepare purchase orders for approval as per instructions of senior Supply staff or other line managers.
* Maintain effective communication with relevant stakeholders (bidders, suppliers and requesting units) during procurement processes and delivery of contracts.
* Follow-up with the delivery of ordered commodities and services and monitor assessment of vendor’s performance.
* Support warehouse management, assist the process of the custom clearance of consignments, draft exemption requests, assist with goods & services deliveries and provide information on the status of requests and the availability of items in the supply chain.

**Minimum qualifications required**

* Business or Public Administration, Supply Chain Management, Logistics or related areas.
* Fluency in written and spoken Spanish and English is required
* Experience in the usage of computers and office software packages (MS Word, Excel, etc). Experience in handling of web-based management systems is desired.
* Ability to time-manage and organise a varied workload including tasks with strict and urgent deadlines
* Previous voluntary work experience is desired

Core competencies:

* Demonstrating/safeguarding ethics and integrity.
* Demonstrate corporate knowledge and sound judgment.
* Self-development, initiative-taking.
* Acting as a team player and facilitating team work.
* Facilitating and encouraging open communication in the team, communicating

effectively.

* Creating synergies through self-control, Managing conflict.
* Learning and sharing knowledge and encourage the learning of others. Promoting

learning and knowledge management/sharing is the responsibility of each staff member.

* Informed and transparent decision making.

**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.