Terms of Reference

Data Management Internship

Evaluation Office

UNHCR, the UN Refugee Agency, is offering a Geneva-based internship position focusing on **Data management** within the ***Evaluation Service.***

Established in December 1950, UNHCR is a global organization dedicated to saving lives, protecting rights, and building a better future for asylum seekers, refugees, returnees, internally displaced communities and stateless people. Every year, millions of men, women and children are forced to flee their homes to escape conflict and persecution. UNHCR currently operates in over 130 countries, using its long expertise to protect and care for millions.

**Title**: Intern – Evaluation Office

**Duty Station**: Geneva, Switzerland

**Duration**: 6 months, full-time

**Contract** **Type**: **Internship**

**Closing** **Date for Application**:

**Start** **Date**: ASAP

## Organizational context

The UNHCR Data Transformation Strategy 2020-2025 envisions that by 2025 UNHCR becomes a trusted leader on data and information related to refugees and other persons of concern, thereby enabling actions to protect and to empower persons of concern. The Strategy stipulates investing in four complementary priority areas: data management and governance; information systems; capacities and skill development; and culture for evidence-informed decision-making.

The [Evaluation Office](https://www.unhcr.org/evaluation-service) situated in UNHCR Headquarters Geneva commissions global strategic and thematic evaluations, L3 emergency evaluations and country strategy evaluations, and supports and strengthens the decentralized evaluation function at division, bureau and country levels of UNHCR.

## The position

Under the direct supervision of the Snr Admin Assistant, the data management Intern will support the data and knowledge management activities of the Evaluation Office, including data collection, analysis, transformation, visualization, storage and dissemination.

We are looking for a dynamic, innovative and data savvy Intern.

The internship will help the incumbent:

* Gain unique knowledge through the work of the Evaluation Office on how UNHCR deliver on its global mandate
* Value and importance of data used for decision-making; to provide the data, information and analysis needed for global analysis; and to identify risks and opportunities based on insights derived from data.
* Learn how data and knowledge management efforts support the Evaluation Office in planning, reporting and knowledge dissemination.
* Get involved in innovative and transformative initiatives in an international and multinational environment.

## Duties

* Support data collection, cleaning, transforming and analysis
* Support the development of creative data visualization
* Assist with Evaluation Office’s knowledge management efforts including data storage, organizing, and updating libraries
* Any other tasks as assigned

Minimum qualifications required

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

* Be either a recent graduate (having completed their studies within two years of applying) or a 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 UNHCR.

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

Desirable qualifications and skills:

* Interest in data management and business intelligence tools.
* Advanced computer skills
* Knowledge of Office 365, experience in Power BI is an asset
* Interest in the humanitarian cause.
* Excellent English communication skills, both orally and in writing, is essential. Knowledge of French or another UN language is an asset.
* Excellent interpersonal skills.
* Meticulous attention to detail.
* Effective in time management.
* Organizational abilities.

Conditions:

It is a full-time role with working hours starting from 9.00am to 5:30pm Monday to Friday.

The successful candidate will be based in Geneva, Switzerland.

**Allowance:**

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

How to apply:

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