



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

Terms of Reference

Intern (Administration)

UNHCR Korea

Title: Administration Intern

Working Unit: Administration Team

Duty Station: Seoul, Republic of Korea

Duration: Six months

Contract Type: Internship

UNHCR, the UN Refugee Agency, is offering a full-time internship within the Administration Team in UNHCR Korea. This internship post is sponsored by the Korea Sanhak Foundation (<http://sanhakfund.or.kr/>) and is addressed exclusively to candidates of the Republic of Korea.

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.

Organizational Context

The role of UNHCR Korea is to engage with the government, judiciary, legislative, the National Human Rights Commission, NGOs, civil society and the media to improve the domestic asylum system and treatment of asylum-seekers and refugees and to ensure respect for their rights, including the principle of non-refoulement.

Position

The Administration Intern supports the Representative and provides administrative and logistical support to all units of UNHCR Korea in its efforts to advocate for the cause of asylum-seekers and refugees in Korea.

The intern selected to work in this office are expected to show adaptability, flexibility, openness, team spirit, eagerness to learn and to contribute.

Duties and Responsibilities

Under the supervision of UNHCR Korea Administration Team,

- Assist UNHCR Korea's administration, finance and HR tasks by supporting the Representative, performing reception functions and maintaining database including staff lists and office supplies in close consultation and engagement with all units.
- Provide quality translation of official documents and presentation materials from Korean to English or vice versa
- Support internal or external events hosted by UNHCR Korea.

Further to the tasks mentioned above, other tasks may also be added, according to interest/capability of the intern. The work will be distributed according to the intern's capability and the office's workload and needs.

Essential 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 one year 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

Please note that candidates who have immediate relatives (father, mother, son, daughter, brother or sister) working as staff members of UNHCR are not eligible to apply.

Locations

The successful candidate will be based with the Administration Team in Seoul, Republic of Korea.

Conditions

The internship is associated with an internship agreement for 6 months. It is a full-time role with working hours starting from 9:00 AM to 6:00 PM, Monday to Friday (40 hours per week).

To apply

Interested applicants should submit their letter of motivation and a fully completed and signed Personal History Form (PHF) to internship@unhcr.or.kr

Personal History Forms are available at [PHF Form](#) / [Supplementary Sheet](#).

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