Terms of Reference

Internship

Information Management, UNHCR National Office,

Quito - Ecuador

UNHCR, the UN Refugee Agency, is offering a full-time internship with the Information Management Unitof the National Office in Quito at **UNHCR** ***Ecuador***.

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**: Information Management Intern

**Internship Location**: Quito - Ecuador

**Division/Section/Service: Information Management**

**Duration (length of internship)**: 6 months

**Contract** **Type**: **Internship (Full time)**

**Closing** **date for application**:

**Start** **date**: July 2025

Organizational context

UNHCR has been in Ecuador since 2000. The operation in Ecuador is fundamentally driven to deliver protection and solutions to forced displaced people 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 a demanding operational environment.

The Information Management (IM) team of UNHCR in Ecuador is supporting all units and Field Offices of UNHCR, so that they can have access to relevant information to take informed decisions. Among different tools, the IM unit is using the Protection Monitoring (PM), Results Monitoring Survey, and other data collection exercises to get most relevant data on displaced people’s needs and protection risks, so that UNHCR Ecuador can implement the most relevant activities and projects. The IM team is also working alongside Public Information and Registration units on the development of a data portal to ensure internal and external dissemination of the numerous products developed by the operation. 2022 was a pivotal year for UNHCR at a global level with the introduction of the new results-based Monitoring (RBM) framework. In Ecuador, the IM team is supporting Programme and other units in measuring outcome and impact indicators of the new RBM. At the output level, the IM team is collaborating with Programme unit in the development of a custom integral monitoring system, Operations Monitoring System (Osmosys). This system allows the IM & Programme team to get all information on direct and indirect implementation of UNHCR and then to develop the most relevant products for each Unit/Field office monthly. This information is very valuable for UNHCR and its partners to report in other systems that require operational information on our activities at national and field levels.

An intern with the IM team will gain valuable interdisciplinary experience by working with data to enhance their technical and analytical skills. They will also contribute to developing tailored tools that promote interoperability mechanisms of UNHCR's Operations Monitoring System (Osmosys) with other corporate systems.

The position

The IM intern role involves providing technical support for data processing, analysis and quality control, in addition to support the communication with relevant units. Ideal candidates should have proven programming skills, and strong problem-solving abilities.

Duties and responsibilities

* Contribute to the script development and documentation for the data interoperability mechanisms.
* Support the operation in the analysis of data and perform data quality and data consistency control.
* Provide technical support processing and reporting implementation indicators into the corporate monitoring systems.
* Liaise with UNHCR technical units’ counterparts in relevant meetings related to the functions.

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 [IAU/UNESCO](https://whed.net/home.php)[[1]](#footnote-2); 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 who bears the relationship of parent, child or sibling or step-parent, step-child or step-sibling to a current UNHCR staff member or affiliate is not eligible for an internship.

Interns are limited to a maximum cumulative internship duration of 8 months throughout their internship engagement with UNHCR

[[2]](#footnote-3)Desirable qualifications and skills

* Proficient in Python programming and use of relevant libraries for data processing and analysis (e.g., Pandas), including data manipulation and handling JSON files.
* Experience with APIs, including token-based authentication and making requests.
* Skilled in querying databases with SQL and transforming data structures.
* Basic Git version control and problem-solving/debugging skills.
* English is mandatory. Spanish is desirable.

Conditions

It is a full-time role with working hours starting from 8h30 am to 5h30 pm Monday to Friday (40 hours per week). The successful candidate will be assigned to support the Information Management team in ***Quito, Ecuador***.

The Intern’s allowance for XXXX internship location is XXXX (Amount, Currency) per month.

Internships normally last two to six months with the possibility of extension up to eight months for full-time internships and twelve months for part-time internships.

Candidates with previous UNHCR Internship experience must not have exceeded the maximum total cumulative duration of eight (8) months.

How to apply

The selected candidate will receive a link to the UNHCR recruitment portal to create a profile.

Obligations

- Aquiring and renewing current visas, residence permits including all associated costs, obtaining medical certification and compliance with taxation requirements (if applicable), are the responsibility of the intern.

- The selected candidate will need to provide UNHCR with a proof of funding from the sponsoring institution (if applicable), health insurance coverage applicable to the assigned internship location and a certificate of good health from a qualified medical practitioner certifying their fitness for work, as well as travel. In the event the candidate is not able to produce the required certificate, they will not be admitted to the Internship Programme.

**Allowance and Travel:** The Sponsoring Institution shall provide non-reimbursable financial support in the form of a stipend/scholarship/allowance/etc. for the period of internship with UNHCR. Travel expenses to and from the internship location shall be the responsibility of the respective sponsoring institution. UNHCR is not responsible for any renumeration for the intern during the internship period.

If you are a person with a disability and you expect you may face challenges during the recruitment process, you can indicate it in your application form.

There are options to select any health conditions you may have and outline any necessary adjustments related to disabilities during the recruitment phases. Providing this information is optional. It will be treated as strictly confidential and used only for the purpose of finding out how to better assist you during the recruitment process.

Adjustments for candidates with disabilities will be provided as best as possible and as needed upon request.

All candidates will be assessed based on meeting the requirements for each vacancy in relation to experience, skills, and education.

------------------------

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.

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.

For Sponsored Internship use 10.02.2025

1. In the education section of the application, please make sure that your school is selected from the list of accredited higher education institutions when creating a profile in UNHCR Recruitment Portal - Workday. To do this, click on the magnifying glass next to Select School, then select Contains next to Description, type in the name of the school, click Look up and finally click on the result. [↑](#footnote-ref-2)
2. For internships, completed university degree is not a requirement. [↑](#footnote-ref-3)