Terms of Reference

Internship

Field Unit

UNHCR, the UN Refugee Agency, is offering a full-time internship with the **Field Unit** at **UNHCR** ***Quito***

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**: Field Assistant Intern

**Internship Location**: Quito

**Division/Section/Service: Field Unit Pichincha - Ecuador**

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

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

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

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

Organizational context

Ecuador is part of the United Nations Convention of 1951 relating to the Status of Refugees and its 1967 Protocol, as well as major international and regional human rights instruments that recognize the right to asylum. It is also part of the United Nations Convention of 1954 relating to the Status of Stateless Persons and the United Nations Convention of 1961 on the Reduction of Statelessness. The asylum procedure in Ecuador is regulated by the Organic Law of Human Mobility, effective February 6, 2017.

Ecuador is a country of transit and destination for people who need international protection. In the last two decades, Ecuador hosted more than 68,708 recognized refugees (mainly Colombian) and has become one of the leading countries of transit and destination for refugees and migrants Venezuelans. Ecuador receives the second-highest number of Venezuelans after Colombia. Since 2016, more than 4.7 million Venezuelans have left their country, making it the biggest exodus in the history of Latin America. Of these, 2.2 million have entered Ecuador, of which 400,000 Venezuelans have been established in the country.

In 2019, approximately 2,100 Venezuelans per day entered Ecuador (with peaks of 6,000) until 26 August, when Ecuador began requiring visas for Venezuelans. Since 2018, the number of Venezuelan asylum seekers exceeded the number of asylum seekers from Colombia. According to monitoring protection of UNHCR, in 2019, four out of ten Venezuelans did the least part of their journey on foot, and three in ten have specific needs (pregnant women, unaccompanied or separated children, people with disabilities or catastrophic and elderly diseases).

The Office of the United Nations High Commissioner for Refugees works in Ecuador supporting the Ecuadorian government to protect refugees. UNHCR's operation in Ecuador began in 2000 as part of the strategy of the organization to protect and aid, particularly the victims of the Colombian conflict. The operation aims to support the Government of Ecuador to (i) the development of mechanisms of protection, (ii) strengthening of national asylum system, (iii) and identification of durable solutions for refugees.

The operation of UNHCR in Ecuador has a multiyear Protection Strategy and Solutions, which encompasses the dimensions of the legal, economic, and social protection of refugees in Ecuador and which have a decisive role in the approaches to gender, ethnicity, age, and other diversities.

The position

This position will be based in Quito; however also focus on improving UNHCR´s response in Santo Domingo and Central Sierra.

The Junior Field Assistant receives guidance from more senior programme staff and may receive indirect guidance from other sections and units relevant to the country programme(s). UNHCR Manual, programme objectives, Operations Plans, UN and UNHCR financial/budgetary rules and regulations will guide the work of the Junior Field Assistant.

The incumbent is expected to have contact within the organization, and under the supervisor's direction with partners and other stakeholders to collect information.

UNHCR seeks to recruit people devoted to the Office of the High Commissioner for Refugees' purposes who have a commitment to humanitarian principles and functionally relevant work experience with different stakeholders. The ideal candidate for the position should have flexibility and adaptability i.e., analyzing, adapting to, and working effectively in a variety of situations, often under demanding conditions, and coping with the unforeseen or unexpected. A dedicated team spirit as well as a result-oriented work style are also necessary. The candidates should have demonstrated strong analytical skills and proven advanced knowledge of Excel. An elevated level of organizational skills is also required to support the operation in all duties.

Duties and responsibilities

* Assist in monitoring the implementation of UNHCR programmes
* Support by analyzing statistics and data; to improve programming within the field office.
* Support the delivery and records of equipment and other supplies donations to partners and other stakeholders.
* Contribute to monitoring activities implemented under direct implementation based on Results based Management and programming instructions.
* Assist in the indicators report (direct implementation and partners).
* Provide support for monthly activity info reports.
* Support by keeping updated CBI cards inventory.
* Assist in drafting reports, routine correspondence, updating relevant databases and compiling statistics within the Area of Responsibility (AoR).

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[[2]](#footnote-3).
* Candidates with previous UNHCR Internship experience must not have exceeded the

maximum total cumulative full-time internship duration of eight (8) months.

**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.

[[3]](#footnote-4)Desirable qualifications and skills

* Demonstrated interest and/or experience in Statistics, Economics, Business Administration, Information Management, Information Technology, Social Sciences, or related fields
* Previous experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) would be highly regarded;
* Computer skills (in MS office) including Excel skills (pivot tables, databases, data management, etc).
* English is mandatory. Spanish knowledge is desirable.

Conditions

It is a full-time role with working hours starting from 08:30 am to 17:30 pm, Monday to Friday (40 hours per week). The successful candidate will be assigned to support the team in ***Field Unit Pichincha, Quito***.

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.

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.

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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.

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)
3. [↑](#footnote-ref-4)