

## Internship Opportunity with United Nations High Commissioner for Refugees (UNHCR) Summer 2021

<b>POSITION:</b>	Finance Intern
<b>LOCATION:</b>	Quito, Ecuador (remote)
<b>DESCRIPTION OF HOST ORGANIZATION:</b>	<p>Ecuador is the country that hosts the largest number of recognized refugees in Latin America. As of April 2019, the Ecuadorian Government had granted the refugee status to 66.288 persons (97,91% from Colombia), and approximately 250.000 persons have requested asylum. Most asylum seekers also come from Colombia.</p> <p>Comparing figures of 2017 with 2018, Colombian asylum requests have increased by 11%. From January 2018, up to date, 17,022 people have sought asylum in Ecuador; 31% are requests of Colombian population and 67% of Venezuelans. The increase of asylum claims from both, Venezuelans and Colombians, is due to, as mentioned, the continuous arrival of Colombians, and the arrival of Venezuelan population.</p> <p><b>It is important to note that, the language of the office and direct work and daily contact with refugees is in Spanish, so an excellent working knowledge of Spanish is required.</b></p>
<b>DUTIES/RESPONSIBILITIES OF INTERN:</b>	<p>The Finance Intern accompanies and supports the Finance Associate and Assistant in monitoring and follow ups of finance manners.</p> <ul style="list-style-type: none"> <li>• Contribute in the preparation of Standard of Procedures (SOP) related to finance matters.</li> <li>• Contribute in the preparation of internal control policies.</li> <li>• Conduct research into topics that are of interest to the Finance Unit.</li> <li>• Contribute in the preparation of reports together with the finance assistant, and respective analysis of data as required.</li> <li>• Follow up in technical and final approval for payments with the specific approvers.</li> <li>• Register bank transfer payments or bank receipts to the suppliers through emails.</li> <li>• Contribute to maintaining the institutional memory by preparing minutes of important meetings, notes to the archive, and support in follow-up activities.</li> <li>• Provide support to the Finance unit for seminars, workshops, and conferences.</li> <li>• Translate documents to English, Spanish or French if applicable.</li> <li>• Support in day-to-day activities.</li> </ul>
<b>MCGILL UNIVERSITY REQUIREMENTS:</b>	<ul style="list-style-type: none"> <li>• Must be a McGill full-time undergraduate or graduate student (Master level), returning to their current registered faculty in fall 2021.</li> <li>• Must fulfill the Internship Offices Network requirements post-internship. For more information download the ION Intern Handbook on <a href="#">this page</a>.</li> </ul>
<b>HOST ORGANIZATION REQUIREMENTS:</b>	<ul style="list-style-type: none"> <li>• <b>Very good knowledge of Spanish (spoken and written) mandatory.</b></li> <li>• Very good knowledge of English (spoken and written).</li> <li>• Availability for at least 12 weeks beginning May 2021.</li> <li>• Respect for diversity and capacity to work in stressful contexts.</li> <li>• Capacity to adapt to the requirements of the operation and to be a good team player.</li> </ul>
<b>DATES:</b>	12 weeks from May to August 2021, dates to be discussed with the host organization
<b>HOURS:</b>	Full-time, 35hours per week
<b>REMUNERATION:</b>	Successful candidates will receive an award issued by McGill's Internship Offices Network, valued at \$6,000CAD.

<b>COSTS:</b>	The intern is responsible for all costs associated with the internship including transportation, accommodations, visas, etc.
<b>TRAVEL ARRANGEMENTS:</b>	N/A
<b>ACCOMODATIONS:</b>	Finding suitable lodging during the internship is the responsibility of the intern.
<b>HOW TO APPLY:</b>	<p>Students must complete the online application form available on this site: <a href="https://www.mcgill.ca/internships/internship-application-form">https://www.mcgill.ca/internships/internship-application-form</a></p> <p>Include the following documents in PDF format:</p> <ul style="list-style-type: none"> <li>• Cover letter, which clearly states goals and interests in serving as an intern. Letter should be addressed 'To whom it may concern' and be no more than one page in length;</li> <li>• An updated curriculum vitae (1-2 pages).</li> <li>• Copy of unofficial transcript.</li> </ul> <p>Applicants should use the following file-name format:          firstname.lastname_hostorganization (ex.: james.mcgill_camfed.pdf).  <i>Please note: If you are applying to a second degree at McGill and waiting for a response, you must hold a confirmation of acceptance by the application deadline and send it directly to <a href="mailto:ion@mcgill.ca">ion@mcgill.ca</a></i></p>
<b>APPLICATION DEADLINE:</b>	February 22, 2021, 12PM (noon) Eastern Time.
<b>CITIZENSHIP REQUIREMENTS:</b>	<p>Interns are responsible for informing themselves of what entry requirements are required to visit and work as an intern in the internship host country. These may include a visa, work permit, passport valid for at least 6 months after entry, and proof of certain vaccinations.</p> <p><u>The intern is responsible for acquiring all necessary documents in time for the beginning of their internship.</u></p>

**Please Note:**

Only short-listed candidates will be contacted. At that time, you may be asked to come in for an interview.

The Internship Office Network will then transmit the selected applications to the host organization, which will ultimately be responsible for the selection of the candidate(s).

*If you feel you have experienced barriers which have had an impact on your academic performance and wish to highlight these to the selection committee, the documents/comments will be taken into consideration*