Terms of Reference

Intern - Administrative Assistant

Title: Intern - Administrative Assistant
Duration: 3-6 months
Location: UIS- Montreal
Organizational Unit: Administration Unit
Supervisor (title): Senior Finance and Administrative Officer

GENERAL INFORMATION

Background: The UNESCO Institute for Statistics (UIS) is the official and trusted source of internationally-comparable data on education, science, culture and communication. As the official statistical agency of UNESCO, the UIS produces a wide range of indicators in UNESCO’s fields of action by working with national statistical offices, line ministries and other statistical organizations. The UIS Director serves as the Organization’s chief statistician.

DESCRIPTION OF THE INTERNSHIP

Under the Overall supervision of the Senior Finance and Administrative Officer, the intern will:

- Assist with the inventory verification project
- Take minutes and preparing draft reports of internal meetings particularly related to internal organization and procedures for administrative support.
- Support the development of internal process documents on travel, procurement and contracting activities.
- Support the HR administrative function in the area of recruitment, documentation and other projects as assigned.
- Provide assistance as required, toward the smooth organization of the office administrative work by supporting core administrative functions.

REQUIREMENTS

You can apply for this internship if:

- You have completed your full-time university studies (bachelor’s degree or equivalent) at a university or equivalent institution prior to commencing the assignment; or
- You are enrolled in a graduate programme (second university degree or Master’s degree or equivalent, or higher), at the time of application; or
- You have recently graduated with a university degree (first or second degree as defined above), within the last 12 months.

Preferred Area of Study:

Administrative Management, Public Administration, Business Administration, Human Resources Administration, Economics, Accounting, Law
Requirements:

Age: You must be at least 20 years old to apply.

Languages: You should have an excellent command, both written and spoken, of English or French. A working knowledge of the other language (English or French) is an asset.

Computer skills: You must have an excellent knowledge of computer systems and office-related software.

Team player: You should be able to work well in a team and adapt to an international working environment.

Communication skills: You should possess strong interpersonal and communication skills.

How to apply:

Candidates should apply here: [https://en.unesco.org/careers/internships](https://en.unesco.org/careers/internships) Applications received by email will not be considered.

Closing date: **15 October 2019**