

## 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> Applications received by email will not be considered.

Closing date: **15 October 2019**