**TERMS OF REFERENCE FOR INTERNSHIP**

**Title: Associate CBI Officer**

**Organizational Unit: MCO Cameroon**

**Duty station: Yaoundé**

**Contract Type: Internship**

**Duration:** 6 months

**Expected start date:** July 2023

**Background information/Organizational Context**

The UNHCR Operation in MCO Cameroon is primarily dealing with refugees and asylum seekers who have fled instability in the Central African Republic (CAR) and repeated abuses by non-state armed groups in northern Nigeria. They live in camps and host villages along the borders of their country of origin. The country also has internally displaced people resulting from the expansion of the conflict in northern Nigeria and the crisis in the English-speaking regions of the South-West and North-West and its spill over in the Littoral, West and Center regions.

UNHCR Cameroon increasingly uses Cash-Based Interventions (CBIs) as a preferred modality for delivering assistance, offering greater dignity and choice to forcibly displaced and stateless persons in line with UNHCR's core protection mandate.

Given the growing interest of UNHCR Cameroon to scale up CBI activities, there is a need to increase staffing capacity at country office level, it is appropriate to have CBI assistant intern to support the CBI unit.

**Duties and Responsibilities**

Under the supervision of the CBI Officer, the CBI assistant intern will perform the following tasks;

* Manage the use, maintenance and technical support of databases used in the cash-based interventions.
* In line with the procedures established by the office, maintain relationships with field offices to facilitate the flow of information and supporting in the preparation and submission accurate lists of beneficiaries for the regular assistance.
* Keep cash lists updated and free of duplications and ensure delivery of cash assistance to beneficiaries in a timely manner.
* Assist in the monthly reconciliation and refund process for the cash assistance.
* Assist in preparing detailed reports and breakdown of the cash assistance provided to the beneficiaries.
* Support the monitoring of UNHCR CBI activities in the operation, including through the promotion and/or participation to regular monitoring missions. Assess the implementation of assistance projects through managing the post distribution monitoring exercises and ensure adequate quality control of the assessments.
* Produce quarterly reports with updated data (beneficiaries, amounts, etc.) and field information for internal and external use
* Undertake other relevant duties as required.

**Minimum qualifications required**

Experience Remark

* Required Degree Level bachelor’s degree or equivalent in Economics, Social Sciences or a related field.
* Proven knowledge and technical skills in Excel, PowerBi and Microsoft Office.
* Excellent oral and written skills in French and English; excellent drafting, formulation, familiarity with data analysis and reporting skills;
* Knowledge in humanitarian assistance is desirable.

Language Skills

* French (Mandatory), English – Fluent

Competencies & Values

* Accountability
* Adaptability and Flexibility
* Commitment to Continuous Learning
* Communication
* Ethics and Values
* Integrity
* Planning and Organizing
* Working in Teams

**Eligibility**

In order to be considered for an internship, candidates must meet the following eligibility criteria:

* Recent graduate (those persons who completed their studies within two years of applying) or current student in a graduate/undergraduate school programme from a university or higher education facility accredited by UNESCO; and
* Have completed at least two years of undergraduate studies in a field relevant or of interest to the work of the Organization.

**NOTE:** An individual whose father, mother, son, daughter, brother or sister is a staff member of UNHCR, including a Temporary Appointment holder is not eligible for an internship.

**Allowance**

Interns will receive an allowance to partially help to cover the cost of food, local transportation and living expenses.

**To Apply:**

(the operation does not need to fill this part, it will be filled afterwards by the sponsoring institution)

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.

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.