

Job Number: 520462 | [Vacancy Link](#)
Locations: Headquarters Locations: Hungary
Work Type: Internship

[APPLY](#)

Business Analyst Internship, General Accounting team, UNICEF Global Shared Services Centre, Budapest, Hungary

UNICEF works in some of the world's toughest places, to reach the world's most disadvantaged children. To save their lives. To defend their rights. To help them fulfill their potential. Across 190 countries and territories, we work for every child, everywhere, every day, to build a better world for everyone.

And we never give up.

How can you make a difference?

As part of our team, you will be integrated into the work flow to get to know structures and processes. Expand your theoretical knowledge through challenging practical experience and work independently on projects.

You will strengthen our team by contributing your knowledge and ideas. We offer you the chance to develop your methodical, social and technical competencies and experiences in an international environment.

This will involve:

Your responsibilities will include learning and analyzing current databases, tools and reports, including:

- Creating and maintaining technical documentation
- Creating business process maps to identify areas for improvement
- Documenting the main features and implementation of the tools
- Assisting in content audits to improve language consistency throughout our documents
- Improving search engine results through the addition of metadata, keywords, and labels
- Adding related page links to improve cross-referencing between docs
- Creating and editing existing guides to document new resources or processes
- Testing and providing feedback on the referred guides
- Reviewing documentation and providing edits to enforce formatting standards
- Reviewing and publishing documents team updates
- Additional duties as assigned

As an advocate for every child, you will have...

- Current enrollment in a programme at the Bachelor or Masters level, or recent graduate in Finance, IT, Statistics, Mathematics or comparable qualification.
- Exceptionally strong communication skills, with the ability to distill information succinctly and accurately
- Strategic thinking and planning skills
- Intellectual curiosity

- Fluency in English, including strong interpersonal, analytical and written skills in English
- Hands-on mentality, emotional intelligence and self-management skills
- Essential skills include excellent organization and time management skills, attention to detail, rigor and a strong sense of personal responsibility. Strong interpersonal and teamwork skills
- Ability to look beyond the tasks assigned, take ownership of projects and make suggestions on how to improve the role. Handle and respect multiple deadlines while working independently with different agents on several projects.
- Project management skills are an asset (ideally with knowledge of the project management process and understanding of project management tools, such as Primavera P6, SIGMA, LEAN, Project or others).
- Demonstrated copyediting or writing experience is an asset (e.g. working guidelines, business processes mapping, newspaper, personal blog, work newsletter).
- Knowledge of ERP or CRM systems is an asset.
- Technological enthusiasm is an asset.
- Eligible applicants must be nationals of EU countries or be eligible to work in Hungary.

Contract Duration and Terms

This internship will be for a 4 to 6-month duration, depending on intern availability. The anticipated start date of this internship is in March 2018. Please indicate your availability in your cover letter.

This internship is unpaid. The selected intern will be required to provide proof of enrolment in a health/accident plan prior to taking up the assignment.

For every Child, you demonstrate...

UNICEF's core values of Commitment, Diversity and Integrity and core competencies in Communication, Working with People and Drive for Results.

View our competency framework at

http://www.unicef.org/about/employ/files/UNICEF_Compencies.pdf

UNICEF is committed to diversity and inclusion within its workforce, and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of the organization.

Remarks:

Only shortlisted candidates will be contacted and advance to the next stage of the selection process.

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