

## TERMS OF REFERENCE FOR INTERNSHIP

**Organizational Unit:** Support to the Representative/Private Sector Partnership Unit

**Duty station:** Tokyo, Japan

**Duration of the internship:** In principle, 3 months or longer/totalling 48 working days or more (ideally 5 but minimum 4 full working days per week)

**Expected start date:** 1 June 2019

### Qualification Criteria

- Recent university graduate (within 1 year) or current student in graduate/undergrad programme and completed at least 2 years of undergrad in relevant field
- Have completed at least two years of undergraduate studies in a field relevant to the work of UNHCR.
- Preference will be given to applicants who are enrolled in graduate or higher degree programmes in one of the following areas: social science, humanities, international relations, international law, business administration, journalism etc. with demonstrated interest in the field of human rights or refugee issues.
- Applicants will be fluent in English and Japanese, both written and spoken.
- Strong applicants will have a good knowledge of MS Office programmes and Internet applications, with excellent research skills using the Internet and statistical data.
- Applicants will have the ability to adapt and work as part of a team in a multicultural environment with a strong sense of responsibility and minimal supervision.
- Additional consideration will be given for past work experiences including translation, volunteering and professional office work.

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

### Tasks

Intern is expected to contribute to two distinct parts of UNHCR Japan's work as specified below and perform other related tasks as may be required. The proportion between support to A and B below will be roughly 50%/50%; this may depend on the prevailing work demands and will be coordinated and agreed between the co-supervisors on a weekly basis.

#### **A – Support to the Representative**

- research, analysis, summarizing, compiling of information on global, regional and domestic political and socio-economic information of relevance to UNHCR Japan's objectives
- executive assistance (translation/interpretation; scheduling of meetings; other organizational and clerical tasks as may be required by the Representative)

#### **B – Support to the Private Sector Partnership (PSP) unit**

- Assist in daily work of PSP unit
- Producing and managing PSP documents
- Quality assurance of PSP materials and documents
- Research on the relevant issues
- Translation (English ⇔ Japanese)
- Support in PSP activities, meetings, fundraising/communication campaigns and global and local initiatives
- Support PSP unit to achieve the objectives set for the UNHCR-UNIQLO partnership
- Responding to enquiries

- Assist in other PSP related work which PSP unit requests

**Working Hours**

9:30-17:30 (one hour lunch time)

**Working Conditions**

Food and Local Transportation Allowance is payable in accordance with UNHCR's internship policy; the total amount depends on the actual number of days/hours worked and will be calculated and paid on a monthly basis

**Other Conditions**

- The first 2 weeks will be on probation.
- No expectation of employment at the end of the internship.
- You will not be eligible to apply for a post with UNHCR during the period of the internship and for the 6 months immediately following the expiration date thereof.
- Intern must be able to work fairly independently and demonstrate initiative and flexibility to effectively benefit from an internship in UNHCR.
- Intern is expected to be a good team player to work with the team and colleagues.

**Application**

Submit the following 4 application materials by e-mail to [jpnto@unhcr.org](mailto:jpnto@unhcr.org) with "Internship Programme" in the subject line (e-mails should be written in English).

- Cover letter in both English and Japanese indicating motivation for applying for this internship, area(s) of interest and a possible starting/ending date. These letters should not be longer than one page (A4 size).
- [Personal History Form](#) (English)
- CV in Japanese

**Selection procedure**

- Only short-listed candidates will be contacted and invited for an interview and a written test.
- We may ask candidates to submit reference letter(s).
- UNHCR will not be able to respond to queries on application status.