



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

Terms of Reference

Internship

Division of External Relations, Partnership and Coordination Service

UNHCR, the UN Refugee Agency, is offering an internship opportunity within the ***Partnership and Coordination Service*** in our ***Geneva, Switzerland***.

UNHCR is a global organisation dedicated to saving lives, protecting rights and building a better future for refugees, forcibly displaced communities and stateless people. Every year, millions of men, women and children are forced to flee their homes to escape conflict and persecution. We are in over 125 countries, using our expertise to protect and care for millions.

Title: Internship

Duty Station: Geneva, Switzerland

Duration: 6 months

Contract Type: Internship, full-time basis

Closing date: 9 October 2019

Start date: 15 October 2019

Organisational context

UNHCR, the UN Refugee Agency, is offering an internship position within the Partnership and Coordination Service at our Headquarters in Geneva, Switzerland.

UNHCR is a global organisation dedicated to saving lives, protecting rights and building a better future for refugees, forcibly displaced communities and stateless people. Every year, millions of men, women and children are forced to flee their homes to escape conflict and persecution. We are in over 125 countries, using our expertise to protect and care for millions. UNHCR is mandated to lead and coordinate international action to protect and assist refugees and other persons of concern.

UNHCR's Partnership and Coordination Service (PCS) is responsible for ensuring UNHCR approaches partnerships in a strategic and coherent manner. The Service provides support

to regional and country offices on relationships with UN agencies, NGOs, advocacy partners and others and ensure UNHCR exercises effective field leadership and coordination in line with its Mandate and agreed frameworks. Located in Geneva, PCS comprises the Inter-Agency and Coordination Section (IACS), the NGO and Civil Society Section, and the Sports Section.

The incumbent will be part of the overall PCS team. In this function, her/his role is to assist the Head of Service in ensuring coherence amongst the PCS team, and in providing direction and policy underpinnings to UNHCR's overall partnership approach. This function requires a solid academic background in a relevant field (for example international relations, history, economics, development), demonstrated writing skills, strong research capacity, familiarity with handling and interpreting data sets, and an innovative and fresh outlook.

UNHCR is looking for individuals with a wide range of skills and great interest in the work of the organization. Candidates should demonstrate a commitment to the humanitarian and protection work of the Office. The intern will work under the direct supervision of the Head of Service, PCS, who will on a regular basis discuss the various issues and tasks to be assigned to him/her.

Tasks and Responsibilities:

- Undertaking research and producing succinct, well-drafted briefs on a wider range of issues
- Monitoring political and economic trends and developments affecting, or with the potential to affect, refugees and others of concern.
- Monitoring developments in the partnership sphere – trends and shifts amongst UNHCR's UN and NGO partners.
- Preparing weekly updates on partnership issues, including selected analytical pieces.
- Analyzing displacement and economic data, and turning these analyses into visually appealing and easily understood snapshots.
- Organizing partnership meetings, as required.
- Preparing meeting minutes, briefings, talking points and other information packages as requested.
- Undertaking any other tasks assigned.

Essential minimum qualifications required:

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

- Recent graduate (those persons who completed their studies within one year 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.

Please note that candidates who have immediate relatives (father, mother, son, daughter, brother or sister) working as staff member or affiliated workforce of UNHCR are not eligible.

Desirable qualifications and skills:

- The candidate must be interested in research, policy, humanitarian, development or external relations work.
- Knowledge of Photoshop, WordPress software, editing tools or an interest in learning them is an advantage
- Excellent communication skills both orally and in writing
- Required languages: English is essential and French desirable; any other UN language is an asset
- Interest in the humanitarian cause
- Excellent interpersonal skills
- Ability to analyse complex information sets
- Diplomacy
- Discretion
- Innovative mindset
- Meticulous attention to detail
- Computer skills
- Social media skills

Location

The successful candidate will be based with the team in the Geneva, Switzerland.

Conditions

It is a full-time role with working hours starting from 9.00am to 6:00pm Monday to Friday (40 hours per week).

Allowance: Interns who do not receive financial support from an outside party will receive an allowance to partially help to cover the cost of food, and local transportation

To apply

Interested applicants should submit their application through www.unhcr.org/careers.html click on vacancies and search for **JO 18534**.

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.