



# UNHCR

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

## TERMS OF REFERENCE FOR INTERNSHIP

### CARIBBEAN PROTECTION UNIT

The United Nations High Commissioner for Refugees is offering two (02) internship positions within the **Caribbean Protection Unit** in **Oranjestad, ARUBA**.

**Internship Opening Number:** 19/ARU/02

**Title:** Intern

**Contract Type:** Internship, full-time basis

**Number of internship positions:** 02

**Organizational Unit:** Caribbean Protection Unit

**Duty Station:** Oranjestad, Aruba

**Duration of the internship:** 3-4 months (full time)

**Expected Start date:** 1 July 2019

**Closing date:** 30 June 2019

### Background information/Organizational Context

The United Nations High Commissioner for Refugees is a global organization dedicated to saving lives, protecting rights and building a better future for refugees, forcibly displaced communities and stateless people. UNHCR was created in 1950, during the aftermath of the Second World War, to help millions of Europeans who had fled or lost their homes. UNHCR had three years to complete its work and then disband. Today, over 68 years later, the organization is still hard at work, protecting and assisting refugees around the world.

UNHCR workforce is its backbone. The agency is present in 138 countries and as of 30 November 2018, it employs 16,765 people, of whom around nearly 90 per cent are based in the field.

UNHCR was launched on a shoestring annual budget of US\$ 300,000 in 1950. But as its work and size have grown, so too have the costs. UNHCR annual budget rose to more than US\$ 1 billion in the early 1990s and reached a new annual high of US\$ 7.7 billion in 2017.

UNHCR in Aruba is part of the UNHCR Regional Office for the United States and the Caribbean in Washington, DC., USA, and supports the regional response to outflows of Venezuelans in Aruba and Curaçao. UNHCR works with governments in Caribbean countries to develop and strengthen their protections for asylum-seekers, refugees, and stateless persons, conducts refugee status determinations for asylum-seekers, and monitors and reports on the treatment of refugees and stateless persons throughout the Caribbean region.

Interns will participate in a range of activities within the Protection Unit and will become familiar with the daily realities of working in a large humanitarian organization. The intern will (i) gain a deeper knowledge of the international legal frameworks governing the organization's interventions, particularly as they apply to the work of UNHCR in the Caribbean region; and (ii) develop legal writing and analysis skills and other professional working skills, such as project and time management, prioritization, team work, presentation skills, and drafting. The work of the interns is not confined to a single research project, as interns will be directly involved in all operational aspects of our work.



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## Accountability

The interns will assist with casework and policy work related to the assistance and protection of asylum-seekers and refugees in the Caribbean, including assisting with all aspects of UNHCR's under-mandate refugee status determination.

## Responsibility and Authority

While the precise tasks of interns vary, taking into account the dynamics of the Caribbean region and other Office priorities, as well as the specific skills, competencies and areas of interest of the respective intern, the main tasks in which interns at the Caribbean Protection Unit are involved are:

- Drafting Refugee Status Determination (RSD) and appeal decisions for asylum-seekers in the Caribbean region, including country of origin research and legal analysis;
- Drafting Advisory Opinions requested by Caribbean governments for pending asylum claims;
- Conducting research on Caribbean immigration laws and procedures, asylum procedures, analysis of constitutional changes and best practices;
- Assisting with UNHCR's human rights reporting related to the Caribbean states;
- Monitoring news for maritime incidents and migration flows in the Caribbean; and
- Undertaking special projects and translating documents and correspondence, as needed.

## 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 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.
- Should have a legal background or be graduate students studying human rights, international affairs, political sciences or a related subject, with knowledge of international and local law. Students pursuing legal studies should ideally be in their final year of study and have taken an international law or asylum law course. While not being a formal requirement, any relevant work experience will be taken into account in the selection of interns.
- Candidates who have immediate relatives (father, mother, son, daughter, brother or sister) working as staff members of UNHCR are not eligible.

Additionally, candidates should demonstrate the following skills:

- Strong research, analytical and drafting skills;
- Excellent oral communication skills;
- Knowledge of UNHCR's mandate, international refugee and/or human rights law;
- Ability to work independently with minimal supervision, as well as within a team;
- Good time management skills;
- A high level of computer proficiency, with familiarity with electronic databases preferred and proficiency with
- Fluency in English, Dutch, and Spanish required.



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## Terms of internship

- The internships are for three months with possibility of extension for an additional one month.
- The estimated start date is 1 July 2019.
- The internship is a full-time role with working hours starting from 8.30am to 4:30pm from Monday to Friday (40 hours per week) **or** a part-time role (20 hours per week).
- Interns must have legal stay in Aruba, as well as be responsible health insurance, housing, and any other related documentation. UNHCR is not in the position to facilitate residence or work permission in Aruba.
- Non sponsored Interns who do not receive financial support from an outside party (sponsoring institutions) will receive an allowance to partially help to cover the cost of food, and local transportation.
- There is no expectation of employment at the end of the internship.

## Application details:

- Interested applicants should submit their application including curriculum vitae (resume), cover letter and a relevant writing sample to [usawaint@unhcr.org](mailto:usawaint@unhcr.org) Note on the "ARUBA INTERNSHIP" in the subject line/cover letter by 30 June 2019 (Midnight Aruba Time).
- The subject of your application email should show the Internship Opening Number indicated above.
- Please make your cover letter personal. We want to know how you stand out from the crowd – what skills and energy would you bring and why would you like to work with the Caribbean Protection team?
- 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.
- Applications are reviewed on a rolling basis, so intern candidates are encouraged to apply as early in the hiring cycle as possible and to clearly state their availability.