

# Internships with PDES

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## PDES Background Documents, 17 January 2014

UNHCR's Policy Development and Evaluation Service (PDES) welcomes applications from suitably qualified internship applicants.

Applicants should have a good first degree and a Masters degree in one of the social sciences, and be available to work with PDES for a minimum of three months. A proven interest in refugee, humanitarian or migration issues is desirable, as is some first-hand experience of life in a developing or transitional country. Fluent written and spoken English is required. No remuneration or accommodation is provided to interns and we are unable to meet the travel costs of any intern.

An internship with PDES carries no expectation of further or future employment with UNHCR or the United Nations. Interns are, however, free to apply for such positions. Interns who join PDES must be prepared to sign the UNHCR Code of Conduct and to work in accordance with the PDES Internship Policy:

- PDES interns will not be given menial work to undertake (e.g. photocopying or word processing for other staff members). They will be treated as full members of the unit and given progressively greater levels of responsibility during their time with UNHCR.
- PDES interns may be asked to attend and report back on meetings, to undertake literature searches and to gather and analyze data for evaluation projects managed by other members of the unit.
- PDES interns will usually be assigned to a variety of different projects. Every effort will be made to ensure that these projects reflect both the interests of the intern and the needs of the unit.
- Interns working with PDES are encouraged to attend any events being held in Geneva that will assist them to develop a deeper understanding of UNHCR, the United Nations and its work in the humanitarian sector.

Applicants should submit a CV, covering letter and short writing sample, which should be the candidates own unedited work, and preferably in an area of relevance to UNHCR, through the 'email PDES' link on our webpage, or to [hqpd00@unhcr.org](mailto:hqpd00@unhcr.org). Please also state the internship period for which you would like to be considered.

Applications will be considered as follows:

For internships from May-Aug 2014, applications will be accepted from 1-15 Feb 2014.  
For internships from Sep-Dec 2014, applications will be accepted from 1-16 May 2014.