



Internship position with UNHCR

UNHCR's National Office in Ireland invites applications for a full-time internship position with the External Relations Unit.

The Office of the United Nations High Commissioner for Refugees (UNHCR) was established on December 14, 1950 by the United Nations General Assembly. The agency is mandated to lead and co-ordinate international action to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and wellbeing of refugees.

The successful candidate will have the opportunity to learn about UNHCR's work and mandate at the international level, in the EU and in Ireland. The successful candidate will also receive on-the-job training and complete self-study modules.

Description of Internship in the External Relations Unit

Main function: Providing support to the External Relations Unit

Period: From 10 July 2017 to 12 January 2018

Duration: Six months; Monday to Friday (9.00 – 5.30) full time

Location: Dublin, Ireland

Remuneration: The internship is unpaid. A small allowance is payable towards travel expenses.

Key duties and responsibilities:

- Monitor Irish media reporting of refugee and asylum matters and assist in the preparation of material for the media;
- Monitor political developments relating to asylum and refugee issues in Ireland and at EU level;
- Continue to develop an education pack on refugee issues for schools that works in tandem with the Irish school curriculum;
- Develop and maintain content for UNHCR Ireland's website and social media channels;
- Assist with development and running of external relations events;
- Provide support to the daily running of the office and in particular the External Relations Unit;
- Administrative tasks (filing, taking minutes....);
- Others as agreed.

Knowledge, experience, skills relevant for position:

- Journalism, social media and web updating skills
- Strong verbal communication and writing skills in English
- Experience and interest in organising and running events
- Analytical and drafting skills
- Good intercultural communication skills
- Ability to work as part of a team
- Knowledge of Irish society and political climate
- General computer skills (Word, Excel, PowerPoint)

Graduates with a background in media, journalism, communications, PR, advocacy, human rights, politics, international relations, development studies or other relevant disciplines are encouraged to apply.

Deadline for applications for Internship: Friday 23 June 2017

Interviews for this position will take place on Thursday 29 June 2017

To apply

Interested candidates should send a current CV, including the name of two referees, and covering letter by email to the following address: clarke@unhcr.org

The subject line of the email should read: Application for External Relations Internship/ followed by your initials. Example: Application for External Relations Internship/AB.

Applicants should clearly state all of the following in their covering letter:

- Their availability to commence the internship on the start date indicated;
- Their awareness of the conditions of the internship as set out in the internship position notice; and,
- Their entitlement to reside in Ireland.

Please note that due to the large volume of applications typically received, only short-listed applications will be acknowledged.

Details of internships are also available on our website at: <http://www.unhcr.org/en-ie/internships-58caa7494.html>