

# Terms of Reference

## Private Sector Engagement Intern

**Project Title:** Private Sector Engagement in Denmark

**Organisation:** UNHCR

**Job title:** Private Sector Engagement Intern

**Duty station:** Copenhagen, Denmark

**Duration:** 6 months

**Contract type:** Internship

**Application deadline:** 15 October 2017

**Start date:** 1 February 2018

## Background Information

UN City opened in July 2013 and currently hosts 11 UN organizations with 1,500 staff members representing more than 100 nationalities.

Throughout 2014-2015 the UN Refugee Agency (UNHCR) has relocated several key functions and services from its Headquarters in Geneva to UN City in Copenhagen, including UNHCR's Private Sector Partnership Service (PSP) supporting the Agency's global collaboration with the private sector through its network in the Americas, Europe, Asia Pacific, the Middle East and Gulf region, and Africa.

From its new presence in UN City, UNHCR is now scaling up its engagement with the private sector in Denmark through strengthened public awareness and fundraising activities in support of the world's refugees.

Established in December 1950, UNHCR is mandated to lead and coordinate international action to protect and assist refugees and other persons of concern. For more than six decades, UNHCR's work has helped over 50 million refugees restart their lives. UNHCR teams are in the field in over 130 countries, using our expertise to protect and care for more than 65 million people who have been forced to flee their homes.

## Duties and Responsibilities

We are looking for two skilled and proactive individuals to complete a six months internship assisting the PSP Denmark team consisting of a Senior Adviser and an Associate Digital Fundraising and Communications Officer.

This internship offers a unique opportunity to help build UNHCR's fundraising, partnership and communication activities with the broader Danish public as well as the private sector in Denmark. The intern will be exposed to frequent liaison with UNHCR colleagues in UN City and, as appropriate, other colleagues amongst PSP's global network.



Therefore, we seek a dynamic and energetic individual with excellent communication skills and a strong interest in refugee issues as well as the role of the private sector in the humanitarian sphere.

**The Intern will be expected to engage in the following tasks:**

- Assist with preparing engagement opportunities for Danish companies and foundations;
- Contribute to the development of UNHCR's digital presence in Denmark and assist with related digital fundraising and public engagement efforts;
- Support with administrative tasks relating to the development of UNHCR fundraising activities in Denmark;
- Assist in content production, incl. translation tasks for all external communication platforms; hereunder website, social media, print media, etc.;
- Assist the Digital Fundraising and Communication Officer in researching, editing and posting news stories on website and social media;
- Assist in developing and implementing communication strategies and campaigns;
- Assist and support logistics, i.e. helping PSP Denmark in the organization of workshops and meetings;
- Assist with public diplomacy and communication activities relating to UNHCR's collaboration with co-located UN agencies in UN City;
- Any other tasks as needed.

## **Essential Minimum Qualifications and Professional Experience Required**

**Education:**

A bachelor's level degree (completed or near-completed) in the field of communication studies, international relations, political science, business/marketing, development/refugee studies or similar;

**Language:**

Fluency in Danish and English

**Required competencies:**

- Excellent knowledge of MS Office;
- Excellent communication skills;
- Strong analytical skills;
- Planning and organizing competencies with ability to multitask and prioritize workload;
- Strong interpersonal skills;

**Desirable competencies:**

- Experience with working in an international environment;
- Exposure to UN system and knowledge about international humanitarian work;
- Relevant work experience;

**Location:**

The selected intern will be based with the PSP team in UN City, Copenhagen and will work under the supervision of the Senior Adviser for Denmark.

**Conditions:**

The intern is expected to begin 1 February 2018 and be available for 6 months. The internship is full time (40 hours per week). Please note that the terms of internship as defined by UNHCR practice, preclude payment of any kind.

**To Apply:**

Interested applicants should submit their letter of motivation, Personal History Form (P11), and CV, including testimonials/degrees/certificates to [DENCOCMUHR@unhcr.org](mailto:DENCOCMUHR@unhcr.org) indicating “**Private Sector Engagement in Denmark - Internship**” in the subject of the email.

P11 forms are available on [www.unhcr.org/recruit/p11new.doc](http://www.unhcr.org/recruit/p11new.doc)

**The deadline for applications is 15 October 2017**