

Terms of Reference

Internship in External Relations – Regional Bureau for Africa (HQ)

Organization: United Nations High Commissioner for Refugees (UNHCR)

Job Title: External Relations Intern

Duty Station: Geneva, Switzerland (HQ)

Duration: 6 months

Start date: as soon as possible

Deadline to apply: 04 December 2017

Background information

UNHCR, the UN Refugee Agency, is a global organization 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. UNHCR teams are in the field in some 127 countries, using their expertise to protect and care for millions of people.

The intern will be placed within UNHCR's **Regional Bureau for Africa (RBA)**, responsible for overseeing and representing country operations in Sub-Saharan Africa at headquarters level, in Geneva. Currently there are 21 million people of concern to UNHCR's mandate living in Sub-Saharan Africa, which includes 4.5 million refugees.

Within RBA, the selected candidate will be fully part of the **External Relations Team** composed of three staff members. This internship is a unique opportunity to gain exposure to UNHCR's humanitarian and protection work in the Africa region, while simultaneously increasing his/her knowledge in the areas of operational reporting, donor relations, information management. The selected candidate will also have the opportunity to participate in UNHCR conferences and briefings and benefit from in-house technical and on-the-job training opportunities (as appropriate).

Duties and responsibilities

UNHCR is seeking a dedicated, dynamic and proactive intern, with strong interest in forced displacement in Africa. The intern will be expected to be flexible and work on multiple tasks with varying deadlines. The selected candidate will be assisting the External Relations Unit with the following key duties:

- Liaise with relevant units within RBA and UNHCR headquarters to coordinate and obtain information to assist the preparation of maps, operational information products, and briefing material for senior management;
- Assist in providing direct support to country offices on questions related to external relations;
- Assist in fulfilling reporting requirements and conducting qualitative/quantitative analysis related to UNHCR operations;
- Update and feed UNHCR operational data portals (data.unhcr.org), as well as other corporate communication and information platforms (Intranet, corporate website, etc.);

- Stay abreast of political and security developments impacting UNHCR's operations;
- Represent the External Relations Unit in relevant meetings (internal/external) and assist in note-taking;
- Other duties when required.

Essential minimum qualifications

The ideal candidate will:

- Possess a Bachelor or a Master's Degree in Political Science, International Affairs, Development, Communications or other relevant field;
- Good knowledge of refugee issues in Africa highly desirable;
- Excellent oral and drafting skills in English (Knowledge of French is an asset);
- Very good analytical, communication and research skills;
- Information management skills are an advantage;
- Ability to work independently, when necessary; and
- Flexibility, team working skills, professional and personal integrity.

What the intern will learn

Overall:

- Communicate efficiently on UNHCR operations in Africa;
- Conduct research pertinent to the external relations unit's work;
- Work across thematic sectors and HQ divisions to advance the UNHCR's work in Africa.

The intern will gain knowledge on:

- A wide range of refugee issues in sub-Saharan Africa (incl. emergency response, durable solutions, international protection; livelihoods and self-reliance);
- UNHCR's work on solutions in field and country offices around the world;
- Internal processes and inter-divisional collaboration in a large humanitarian organization;
- Inter-agency and cross-sectoral collaboration in a humanitarian context;
- Different UN organizations, partners, donors; and
- Working in a multicultural, multilingual team.

Conditions

- The internship is expected to begin as soon as possible and will last for a period of 6 months. The role is full time (40 hours per week). Working hours are 8.30 am to 5.00 pm, Monday to Friday.
- UNHCR does not compensate its interns. However, we ensure our interns acquire a rich experience that will help them in their future search for work and provide the necessary evaluation and recommendation letters.
- The intern will report to the Senior External Relations Officer, in charge of the Africa region, and will be guided by the Associate External Relations Officers, in charge of specific geographical regions in Africa.
- Applicants must also be entitled to work in Switzerland.

How to apply – make it personal!

- Please send an email with your letter of motivation (no more than one page), your CV (no more than 2 pages), and a written sample, to Mr Magnus Borer borer@unhcr.org indicating “**External Relations internship**” in the subject of the email.
- We want to know how you stand out from the crowd – what motivates you to join our team, what skills and energy would you bring, why is UNHCR and the External Relations’ team in the Regional Bureau for Africa important?

The deadline for applications is 04 December 2017 (midnight Geneva time). Due to the high number of application, only short-listed candidates will be contacted.

UNHCR is grateful to all applicants for their interest in supporting and assisting refugees and displaced individuals around the world; due to office capacity UNHCR will only contact those applicants who will be interviewed.