

## Protection Internship with UNHCR

(The United Nations Refugee Agency)

UNHCR Ireland invites applications for a full time Protection Internship.

The Office of the United Nations High Commissioner for Refugees (UNHCR) 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. UNHCR strives to ensure that everyone can exercise the right to seek asylum and find safe refuge in another State, with the option to return home voluntarily, integrate locally or to resettle in a third country. UNHCR also has a mandate to identify and assist stateless people, and to work towards reducing statelessness.

The successful internship 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, including self-study learning on international refugee law.

### Description of Internship

**Main function:** providing support to the Protection Officer and Protection Assistants

**Commencement date:** Tuesday 5 June 2018 (flexible)

**Duration:** six months, Monday to Friday (9.00am – 5.30pm) full time

**Location:** Dublin, Ireland

**Food and Transportation Allowance:** An amount not exceeding the equivalent of US\$1,000 per month may be paid.

### Key duties and responsibilities:

- Supporting the Protection Team with individual casework, including by maintaining the case management database
- Providing support to the daily running of the office, in particular to the Protection Officer and Protection Assistants
- Addressing individual queries and meeting persons of concern as required
- Drafting letters/emails
- Conducting research (legal and non-legal)
- Compiling statistics
- Attending external meetings and training events as appropriate
- Administrative tasks (filing, taking minutes, etc.)
- Other tasks as may reasonably be required

### Knowledge, experience and skills relevant for position:

- Ability to work as part of a team
- Good analytical and drafting skills
- Strong verbal and written ability in English
- Good intercultural communication skills
- Computer literacy in Microsoft Office (Word, Excel, PowerPoint) and good web skills
- Knowledge of Irish society and the Irish and international political climate
- Good understanding of UNHCR's protection mandate and work in Ireland and globally

Graduates with a background in refugee law, human rights law and public international law, international relations, development studies and/or other social science disciplines are encouraged to apply.

**Deadline for applications for Internship: midnight on Sunday 20 May 2018**

Shortlisted candidates will be asked to complete a short written exercise for submission by Sunday 27 May 2018.

**Interviews for this position will take place the week of 28 May 2018.**

**In order to be considered eligible for an internship, the following criteria must be fulfilled:**

- Be a recent graduate<sup>1</sup> or current student in a graduate/undergraduate school programme from an accredited university or higher education facility; and
- Have completed at least two years of undergraduate studies in a field relevant or of interest to the work of the Organization.
- An individual whose father, mother, son, daughter, brother or sister is a staff member of UNHCR, including a Temporary Appointment holder or a member of the Affiliate Workforce, is not eligible for an internship.

**To apply**

Interested candidates should send a current CV, including the name of two referees, and a covering letter (max 400 words) by email to Ms Caroline Stephens at the following address: [stephenc@unhcr.org](mailto:stephenc@unhcr.org)

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

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

- Their availability to commence the internship in or around 5 June 2018 and to complete the full 6 month period;
- Their awareness of the conditions of and eligibility criteria for the internship as set out in the internship position notice; and,
- Their entitlement to reside in Ireland during the internship period.

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>

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<sup>1</sup> Recent graduates are to be considered those persons who completed their studies within one year of applying for an internship with UNHCR.