



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. They will also be expected to support the office in the organisation of a number of events, including the Fair Play Football Cup, the Refugee Food Festival and the opening of Ireland's first museum exhibit on refugees. 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 19 March 2018 to 19 September 2018

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

Location: Dublin, Ireland

Remuneration: The internship is unpaid. For interns who do not receive financial support from an outside party, usually a University, a small allowance (€100) is payable towards travel expenses.¹

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

¹ Please note this policy will change with effect from 1 June 2018 when this is set to increase to an amount not exceeding the equivalent of USD 1000 per month

- 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: Friday 9 March 2018 at 17:00

Eligibility

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

- Be a recent graduate² 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 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.

² Recent graduates are to be considered those persons who completed their studies within one year of applying for an internship with UNHCR.