



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

TERMS OF REFERENCE FOR INTERNSHIP

Organizational unit: Division of External Relations, Communications/Public Information Section

Duty station: UNHCR Headquarters in Geneva, Switzerland

Duration of internship: 1 month

Expected start date: 2 July to 3 August 2018

Background information

UNHCR works worldwide to protect, assist and find solutions for refugees, internally displaced people and stateless populations. It has some 11,000 staff across 130 countries, many of them working in humanitarian emergencies and in close proximity to regions of conflict. In June 2017 it was reported that worldwide forced displacement had reached a new post-World War II high of 65.6 million people.

UNHCR's global communications seek to raise awareness about and mobilize public, political and financial support for refugees, internally displaced persons (IDPs), stateless persons and others of concern to the Office. The overall aim is to encourage further financial support, greater awareness and empathy for forcibly displaced people.

The section is seeking one intern to assist the Global News/Website/Social Media/Campaigns Editor in French. The intern is thoroughly embedded in the team and is expected to be flexible, proactive and work on multiple tasks with varying deadlines.

Duties and responsibilities to assist the Global News/Website/Social Media/Campaigns Editor in French

Production and content

- Translation/editing processes of news stories, press releases, briefing notes, website pages and any other contents as required.
- Help update landing pages of the global website unhcr.org/fr
- Post on global social media accounts Twitter and Facebook
- Help translate promotional content for events and campaigns, postcards, roll up, short videos, slide shows, macros and any other contents as required

Research and communications

- Assist team by helping respond to day to day requests from colleagues for French translations
- Undertake desk research into successful social media advocacy campaigns and connect with local level campaigns



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

Minimum qualifications required

In order to be considered for an internship, candidates must meet the following eligibility criteria:

- Recent graduate (those persons who completed their studies within one year of applying) or current student in a graduate/undergraduate school programme from a university or higher education facility accredited by UNESCO; and
- Have completed at least two years of undergraduate studies in a field relevant or of interest to the work of the Organization.

Other qualifications

- The candidate must be interested in communication, advocacy or campaign work.
- Knowledge of Photoshop, WordPress software, editing tools or an interest in learning them is an advantage

Allowance

Interns who do not receive financial support from an outside party will receive an allowance to partially help to cover the cost of food, local transportation and living expenses.

To Apply:

Interested candidates should submit their application to Job Opening at the following [link](#) by **25 June 2018** (midnight Geneva time).

Please make your letter of interest personal. We want to know how you stand out from the crowd – what skills and energy would you bring and why would you like to work with the Communications/Public Information team?

The UNHCR workforce consists of many diverse nationalities, cultures, languages and opinions. UNHCR seeks to sustain and strengthen this diversity to ensure equal opportunities as well as an inclusive working environment for its entire workforce. Applications are encouraged from all qualified candidates without distinction on grounds of race, colour, sex, national origin, age, religion, disability, sexual orientation and gender identity