

## TERMS OF REFERENCE FOR INTERNSHIP

**Organizational Unit:** Protection Policy and Legal Advice Section, *Division of International Protection*

**Duty station:** UNHCR Headquarters in Geneva, Switzerland

**Duration of the internship:** 4 months (January to April 2019)

**Expected start date:** Monday 7 January 2019

### **Background information/Organizational Context:**

UNHCR provides legal protection to refugees and other persons of concern to the Office across the globe to ensure that they are able to live a dignified life while, fully and freely exercising their fundamental human rights – to access medical facilities, to work, to travel, to attend educational and vocational institutions, to form families.

The Division of International Protection (DIP) leads the progressive development of international law and protection policy relating to forced displacement and statelessness. The Division provides guidance on the legal and operational complexities of displacement, migration, refugees, asylum and resettlement with regard to protection of persons and populations of concern to the Organization.

### **Duties and Responsibilities**

As a member of the Protection Policy and Legal Advice Section (PPLA) in the Division of International Protection, the intern will provide valuable assistance to the section. The focus of the internship is the ongoing legal protection work of UNHCR and will familiarize the intern with the daily realities of UNHCR.

The overarching objectives of the internship – from the perspective of the intern – are (i) to gain a deeper knowledge of the work of UNHCR and the international legal frameworks governing the organization's interventions, namely international refugee law and human rights law, and (ii) to practice and develop 'professional working skills', such as time management, prioritization, management of tasks, team work, presentation skills, legal research and drafting skills etc. The work of the intern therefore is not confined to a single research project (of an academic nature) since interns are directly involved in various legal and policy aspects of PPLA's work. The engagement however may also include some routine elements (e.g. assisting with the preparation of meetings and note taking).

In addition to the general duties and responsibilities the intern may be requested to do, s/he will have the following specific tasks:

- i. The development of the national legislation portfolio, in particular by (a) updating the legislative developments spreadsheet, and (b) prepare a briefing note on contemporary legislative developments in the area of refugee law;

- ii. Undertaking a specific research task on a topical refugee law issue – *tbd*;
- iii. If and when requested, contribute to and assist PPLA colleagues, in particular in the context of legal and policy guidance documents and judicial engagement.

As a member of PPLA, the intern will assist in several areas of PPLA's work, including:

- conducting legal research and analysis on various topics of relevance to UNHCR's policy and legal work relevant for the protection of refugees;
- attending meetings and providing note taking;
- editing position papers and other legal documents; and
- if and when appropriate, participate in bi- and multilateral meetings of UNHCR with government and other agency partners, as well as in training seminars or briefings offered by UNHCR colleagues and others.

### **Minimum qualification required**

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

- Interns working with PPLA must have a legal background, preferably in international law, and should preferably be in the final year of a relevant Masters or postgraduate programme or recently have completed such studies. Students taking J.D. degrees should be in their second or third year of study, and have taken an international law course.
- Very good analytical, communication and research skills;
- Ability to work independently, when necessary; and
- Flexibility, team working skills, professional and personal integrity.

### **Language**

- Excellent oral and written English skills. Knowledge of French, and/or a third language is an asset

### **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 15446 at the following [link](#) by 21 June 2018 (midnight Geneva time).

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.