

TERMS OF REFERENCE: INTERNSHIP, PROTECTION AND SOLUTIONS UNIT

Organizational Unit: Protection and Solutions Unit, UNHCR Washington Regional Office

Location: Washington, D.C., USA

Background

The United Nations High Commissioner for Refugees (UNHCR) Washington Regional Office seeks a Protection Intern to assist staff in its U.S. Protection and Solutions Unit. For a description of UNHCR's work, please see <http://www.unhcr.org>. Note that this is an internship for undergraduate students, graduate students, or recent graduates.

Accountability

- Provide direct assistance to persons of concern (asylum-seekers, refugees, and stateless people) and others who contact the office.
- Gain unique knowledge about the U.S. asylum system, the international refugee resettlement process, and the role of UNHCR in the United States and globally.

Responsibility

- Open and maintain individual case files in UNHCR's registration database;
- Answer and respond to individual queries from asylum seekers, refugees, and other persons of concern to UNHCR, primarily through the Detention Hotline;
- Conduct Country of Origin and other research to support individual asylum cases;
- Provide counseling on individual resettlement queries from congressional offices, NGOs and resettlement agencies through writing to UNHCR country offices;
- Observe and report on relevant meetings and conferences with government agencies and various NGOs working in the field;
- Conduct other projects as needed to further assist persons of concern to UNHCR.

Authority (decisions made in executing responsibilities and to achieve results)

- Work closely with the Protection Counselors and other interns to ensure that all of the inquiries are responded to in a timely manner.
- Effectively manage time and priorities to meet all of the above responsibilities.
- Identify goals to work toward over the course of the internship.

Eligibility:

- Bachelor's Degree, either already obtained or in-process.
- Strong interest in refugee rights, international relations, human rights and humanitarian response.
- General technological proficiency a plus.
- Ability to multi-task and prioritize with minimal supervision. Attention to detail required.
- English language (fluency required); Fluency in French or Spanish (preferred).

Terms of internship

- UNHCR offers full time Internships and Interns are responsible for their legal stay in the United States, health insurance, housing, and any other related documentation.
- There may be a small contribution for food and transport for those with no fellowship or institutional sponsorship.
- There is no expectation of employment at the end of the internship.

Application details:

Internships will be for a minimum of 10 weeks for 20-40 hours per week. Applicants should note in their cover letter their dates and hours of availability.

- Send a cover letter, curriculum vitae (resume), and writing sample to usawaint@unhcr.org. Note in the subject line “PROTECTION AND SOLUTIONS UNIT – NON-LEGAL INTERNSHIP” and include the semester/year for which the internship is desired.
- Electronic copies of this notice may be found at <http://www.unhcr.org/en-us/us-internships.html>
- Please note that applications are reviewed on a rolling basis, and decisions may be reached prior to the application deadline. As such, interested applicants are encouraged to submit their materials in advance of the deadline.