

Terms of Reference: Internship

Thematic area: Development and solutions; Humanitarian and Geographic issues

UNHCR New York Office

Mid-May – Mid-August 2018

Background

The New York Office provides a link between UNHCR and the United Nations, including with the Departments of the Secretariat, General Assembly and its Main Committees, Security Council, Economic and Social Council (ECOSOC), as well as UN agencies, other relevant international organizations and members of civil society in New York.

May through August, ECOSOC convenes various meetings in preparation for its Humanitarian Affairs Segment in June and its High-Level Segment, High-Level Political Forum on Sustainable Development and Coordination and Management Meetings in July. Preparation takes place for the General Assembly's 73rd session which opens on 18 September.

Interns are usually assigned to attend the meetings of the ECOSOC, General Assembly Plenary and the General Assembly's six Main Committees, preparing summary reports for UNHCR. An internship with UNHCR's New York Office provides insight into UNHCR's mandate, the function and operations of the UN system, including the inter-governmental and inter-agency processes and the UN's Departments and agencies, and their work with UN Member and Observer States. The internship programme provides an opportunity to gain practical work experience related to their academic programme. UNHCR benefits from the talents and perspectives that Interns bring to UNHCR.

Accountability (key results that will be achieved)

- UNHCR NY is provided notice of relevant meetings and relevant agenda items as noted in the daily UN Journal;
- UNHCR will be represented in assigned meetings as observers - interns will not speak on behalf of UNHCR, but will collect queries / contacts and provide to UNHCR NY;
- Reports on the assigned meetings provided in expeditious and timely manner, using UNHCR New York's required format and style;
- Exchange of information on strategic policy under the area of responsibility;
- Research, analysis and updated information concerning assigned area of responsibility; and
- Knowledge attained on appropriate use of news sites, UN press releases, UNHCR FOCUS Website, other information sources.

Responsibility (process and functions undertaken to achieve results)

Interns will also assist senior staff by aiding in research and in attending various inter-agency meetings and drafting reports on the outcome of these meetings, providing analysis and highlighting the main ideas and points of action. As needs arise, interns will be asked to work on special projects with staff members.

- I. Data triangulation, review and analysis of UNHCR's engagement with the UN development system;
- II. Research on country coverage during the Voluntary National Review on the persons of UNHCR's concern;
- III. Research on selected countries in the East, Horn, Southern Africa and Asia to prepare background notes and overall analysis, as determined by the UNHCR staff member;
- IV. Coverage including but not limited to events noted below:
 - i) Coverage of the UN ECOSOC, including:
 - a. Humanitarian Affairs Segment (19-21 June);
 - b. High-Level Segment and the High-Level Political Forum (HLPF) on Sustainable Development (9-18 July);
 - c. Coordination and Management Meeting; and
 - d. Organizational Session.
 - ii) Coverage of informal inter-governmental meetings or panel discussions:
 - a. HLPF and Humanitarian Affairs Segment side event panel discussions.
 - iii) Coverage of inter-agency meetings:
 - a. UNDG and ECESA Plus meetings as concerns preparations of the ECOSOC and HLPF.
 - iv) Coverage of regional/country concerns for East, Horn, Southern Africa and Asia:
 - a. Inter-agency meetings, such as of the IATF, IASC and other relevant fora as determined by the UNHCR staff member;
 - b. Inter-governmental formal or public meetings, such as General Assembly, Security Council, UN informal panel discussions and the International Peace Institute discussion.
 - v) Support to World Refugee Day (20 June) related events.

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

- i) Participate in meetings within UNHCR and with external partners at assigned level.
- ii) While interns will not be expected to speak on behalf of UNHCR at inter-governmental and inter-agency meetings, interns should ascertain the need for advocacy of UNHCR's policies within purview as assigned, be able to analyze the situation and propose strategies for an integrated and coordinated UN approach, including UNHCR's position; and communicate information on UNHCR's mandate. If a Member State or external UN staff member has a query for UNHCR at a meeting in which an intern attends alone, the intern is instructed to inform that s/he will take the question and report to a UNHCR staff member who will reply to the query.

Eligibility:

- Recent graduate (within one year of graduation) or current student in graduate studies.
- Has completed at least two years of undergraduate studies.
- Does not have immediate family members working in UNHCR.
- Because of the amount of writing that can be required, the candidates for the internship will need to have excellent writing skills, especially in English. Interns need to be able to work quickly and efficiently, follow direction, work as a team member but also be comfortable working at times independently with minimal supervision, demonstrate initiative and flexibility to effectively benefit from an internship with UNHCR.

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:

- Send a curriculum vitae and writing sample to USANEADM@unhcr.org.
- Electronic copies of this notice may be found at <http://www.unhcr.org/en-us/us-internships.html>.