

The Office of the United Nations High Commissioner for Refugees offers assistance and protection to refugees around the world. UNHCR is one of the largest refugee agencies, with a staff of over 10,900 employees who help millions of refugees in 130 countries.

The External Relations Unit for Belgium and Luxembourg is seeking a bilingual **intern for 4 to 6 months (starting 1 October 2018) and who can commit by mid-August**. The intern must meet the administrative criteria set out below and have a perfect command of French, a good command of English and Dutch, and knowledge of the media sector (including social media). Layout and CMS skills are an asset.

What we offer

- Work in a dynamic, international environment
- Learn about state-of-the-art promotional techniques
- Learning about refugee issues with one of the largest humanitarian organizations in the world
- First-hand accounts of refugee situations, via presentations given by staff assisting refugees in Belgium and abroad
- Experience with a UN agency
- Wide variety of interesting tasks
- Letter of recommendation from a prestigious organization

General description of internship

- Researching and summarizing information on a variety of historic and current refugee issues
- Summarizing refugee-related issues in the Belgian press on a daily basis
- Writing, editing and translating texts (mainly English and Dutch into French), usually for the website
- Proposing and uploading content onto Twitter and/or the website to strict deadlines
- Assisting with the organization of events
- Assisting with the creation and updating of publications (e.g., brochures, postcards)
- Assistance with general office tasks on an ad hoc basis

Requisite educational and administrative criteria

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

- Be a recent graduate or current student in a graduate/undergraduate school, programme from a university or higher education facility accredited by UNESCO;
- Have completed at least two years of undergraduate studies in a field relevant or of interest to the work of the Organization;
- Have no direct family ties with a UNHCR staff member (including Temporary Appointment holder) nor with a member of the Affiliate Workforce.

Submission deadline

Please e-mail your CV and cover letter **by 30 July 2018** to Keuning@unhcr.org with the subject 'Bilingual PI Internship'. Early applications may be given priority.