

TERMS OF REFERENCE FOR INTERNSHIP

Organizational Unit: Staff Health and Welfare Service

Duty station: Geneva

Duration of the internship: 3 months

Expected start date: 9th July 2018

Background information/Organizational Context

UNHCR has operations in 128 countries and 475 locations, carried on by over 15,500 staff members and affiliate workforce. To support this workforce Staff Health and Welfare Service (SHWS), are entrusted with addressing the occupational health and safety of the personal including the psychosocial health. SHWS therefore is seeking an intern to help update the section of the intranet that gives information about health and safety to all personnel. The position is at UNHCR HQ in Geneva and will be under the guidance of the head of service. This will offer the successful intern a unique insight into what support is offered in an international organization and how the employer's duty of care is practiced. The successful candidate will also be able to practice communication skills in a variety of formats, using modern media

Duties and Responsibilities

- **Under the guidance of the head of service and other SHWS staff:**
- **Draft written health information pertinent to staff**
- **Learn how to upload material to intranet**
- **Collect visual images, video clips, apps and other electronic tools that can be used in disseminating health information**
- **Research and suggest links to other useful sites**
- **Research updates on infectious disease outbreaks relevant to UNHCR personnel**
- **Integrate UN information on road safety campaign into SHWS information**
- **Together with nurses and regional medical officers and staff welfare staff plan one campaign to highlight World mental health day on October 10th**
- **Support any other information and communication initiatives within the service**
- **Liaise with Intranet coordinator and publishers and designers to make attractive layout**

Minimum qualifications required

- **Be a recent graduate (those persons who completed their studies within one year of applying); or a current student in a graduate/undergraduate school programme from a university or higher education facility accredited by UNESCO; and**
- **Have an area of health sciences as the area of study**

- **Fluent in oral and written English**
- **French and added advantage**
- **Good drafting and writing skills with attention to detail in grammar and punctuation**
- **Experience in writing for the lay public (internet/blogs/brochures/leaflets)**
- **Experience with using social media platforms to communicate**
- **Ability to organize one's work and work independently**

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 15481 at the following [link](#) by 5 July 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