



# UNHCR

United Nations High Commissioner for Refugees  
Haut Commissariat des Nations Unies pour les réfugiés

# Terms of Reference

## Intern

## PSP Switzerland

UNHCR, the UN Refugee Agency, is offering an Internship within the PSP team at UNHCR's headquarters, Geneva.

The internship will be within UNHCR's Private-Sector Partnership's service, which sits within the Department of External Relations (DER) and serves departments both within DER and the wider organization. This exciting internship is a unique opportunity to gain experience in not-for-profit branding as well as experience working within the UN system.

UNHCR is a global organization dedicated to saving lives, protecting rights and building a better future for refugees, forcibly displaced communities and stateless people. Every year, millions of men, women and children are forced to flee their homes to escape conflict and persecution. We are in over 125 countries, using our expertise to protect and care for millions.

**Title:** PSP Intern

**Duty Station:** Geneva, Switzerland

**Duration:** 3 months

**Contract Type:** Internship

**Contract start date:** 1 April 2019

**Advertisement start date:** 4 March 2019

**Advertisement closing date:** 15 March 2019

## Organizational context

The Private Sector Partnerships team in Switzerland, is working to engage private sector partners, build and enhance relationships that lead to long term support for refugees. The team engages corporations, private foundations and philanthropic individuals and will also engage with the public at large. This internship contributes to the team's ambitious goals to develop fundraising activities and provides ample learning opportunities for an individual aiming to gain experience in partnership building.

## The position

We are seeking a dynamic and proactive team player, with a strong interest in not-for-profit brand and refugee issues, to complete a three-month internship within UNHCR's PSP Switzerland team.

You will work closely with the PSP Officer Switzerland as well as with the Swiss Office, in particular external relations. You will support the organization of an event in Basel in June and will assist in other day to day activities of both PSP and Swiss office external relations tasks.

## Duties and responsibilities

- Support overall organization of the event, including:
  - Management of guest list -central and sub lists;
  - Support in the Liaison with other units within the organization for internal communications purpose;
  - Liaise with external providers, .e.g caterers, hostesses, compare prices and quotes from different possible providers;
  - Support in all event matters, graphic design and logistics involved
- Prepare funding proposals, desk research when needed related to daily PPH activities;
- Providing any other required support, including admin support to the team's permanent staff.

## Essential minimum qualifications and professional experience required

The ideal candidate will:

- Be a recent graduate (completed your studies within one year of applying to this internship) or current student in graduate/undergraduate school program for a university or higher education facility accredited by UNESCO in the areas of international relations, marketing & communications, law, economics, etc.;
- Have completed at least two years of undergraduate studies in a field relevant or of interest of the work of the Organization;
- Have excellent communication skills with strong interpersonal and negotiation skills;

- Be fluent in German and English, with advanced writing and editing skills. French highly desirable. Additional languages are desirable, but not essential;
- Capable of building and maintaining simple databases and filing systems for project management, in particular Excel;
- Have good experience using the Microsoft Office suite (Outlook, Word, Excel, and PowerPoint);
- Demonstrate a genuine desire to learn and develop;
- Be highly organized and have good attention to detail;
- Be able to multi-task and to prioritize workload;
- Be a flexible, team-player;
- You share our ambition to work with the private sector and raise funds to support refugees;
- You enjoy (re)searching opportunities and you are interested in philanthropy and corporate social responsibility.

## Location

The successful candidate will be based with the PSP team in UNHCR Geneva office.

## Conditions

The internship is for three months and the start date is in April 2019. It is a full-time role with working hours starting from 9.am to 6pm Monday to Friday (40 hours per week).

## To apply

Interested applicants should submit their letter of motivation, a dully completed and signed Personal History Form (PHF) and CV to [hqpsphr@unhcr.org](mailto:hqpsphr@unhcr.org) indicating 'PSP Internship (Switzerland)' in the subject of the email.

Personal History Forms are available at [PHF Form](#) / [Supplementary Sheet](#).

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, color, sex, national origin, age, religion, disability, sexual orientation and gender identity.