

INTERNSHIP OPPORTUNITY: ADMINISTRATIVE INTERN

Organizational Unit: Private Sector Partnerships Service

Duty station: Manila, Philippines

Contract Type: Internship

Job title: Administrative Intern

Duration of the internship: Three (3) Months

Expected start date: 4 March 2019

Reports to: Private Sector Partnerships Associate

Background Information and Organizational Context

Established in 1950, UNHCR is mandated to lead and coordinate international action to protect and assist refugees. In more than five decades, UNHCR has helped more than 50 million people restart their lives. Today, UNHCR staff in 127 countries continue to help and protect millions of refugees, returnees, internally displaced and stateless people.

Based in the UNHCR office in Manila, Philippines, this is a unique opportunity to gain experience within the UN system as part of UNHCR's Private Sector Partnerships Service. This will be an excellent opportunity for someone with an interest in refugee issues to gain first-hand experience in fundraising communications.

We are looking for a skilled and proactive individual to complete a three-month internship assisting the PSP Philippines team.

This internship offers a unique opportunity to help build UNHCR's fundraising, partnership and communication activities with the broader Filipino public as well as the private sector in the Philippines. The intern will be exposed to frequent liaison with UNHCR colleagues and, as appropriate, other colleagues amongst PSP's global network.

We seek a dynamic and energetic individual with excellent communication skills and a strong interest in refugee issues as well as amplifying the support of the private sector as a humanitarian player.

Duties and Responsibilities

- Support the PSP unit in administrative tasks relating to the 2019 activities of the Private Sector Partnerships Unit;
- Provide support in managing UNHCR Philippines' database of supporters and donors through email and phone calls;
- Provide support in lead generation and donor care;
- Manage UNHCR's social and online communities;
- Liaise with suppliers and partners;
- Perform other duties as necessary.

Minimum Qualifications/Requirements

- Be a recent graduate or current student in a graduate/undergraduate school enrolled in any of these programmes: Marketing Communications, Communication Arts, Advertising or other related fields;
- Be available for 40 hours per week for a three-month period;
- Be a strong communicator with advanced writing skills and fluency in English and Filipino;
- Have strong organizing and project management skills;
- Have the ability to quickly understand instructions, asks for clarification when needed, adapt and work independently to produce results on time; and
- Be proficient in standard MS Office applications (Outlook, Word, Excel, PowerPoint).

How to Apply

Please send your complete application, including your resume, cover letter, and P-11 form to phimapsfr@unhcr.org. Please indicate "Application: Administrative Intern (PSP)" in the subject line. Only qualified candidates will be contacted.

Please be sure to download and complete the [P-11 form](#).

Deadline for Applications

28 February 2019