

# Terms of Reference

**Organizational Unit:** Ethics Office

**Duty station:** Geneva, Switzerland

**Duration of the internship:** 6 months

**Expected start date:** 23 April 2019

## Background information/Organizational Context

Located in UNHCR Headquarters, Geneva Switzerland, the Ethics Office was established in June 2008 to assist the Secretary General and the High Commissioner in ensuring that all staff members observe and perform their functions consistent with the highest standards of integrity required by the UN Charter, staff regulations and rules, and relevant guidelines and policies.

## UNHCR Ethics Office

The UNHCR Ethics Office has the following key responsibilities:

- Provide confidential guidance to UNHCR staff to ensure practical implementation of UNHCR's policies, procedures and practices relating to ethical standards called for under the UN Charter, Staff regulations and rules and UNHCR's Code of Conduct.
- Managing the UNHCR Code of Conduct and its annual refresher sessions in the Field and at Headquarters to foster an ethical culture in the Organization.
- Implementing the Policy against retaliation for reporting misconduct (Whistleblower).
- Coordinating the implementation of Protection against Sexual Exploitation and Abuse (PSEA) in accordance with the UN Secretary General Bulletin.
- Administering the United Nations Financial Disclosure Programme.
- Develop policies, guidelines, tools and training programs to implement Ethics Office mandate

The Ethics Office on an ongoing basis undertakes analysis of its achievements and conducts risk assessment in order to be more responsive and supportive to country level operations. It holds consultations with relevant Bureaus/Division/Units, with colleagues in the Field and at Headquarters on issues for which their inputs and experiences are required.

## Duties and Responsibilities

Under the immediate supervision of the Senior Ethics Advisor, the intern will perform the following functions:

#### Case management:

- Assist in preparing preliminary assessment and analysis of complaints by conducting researches to establish facts and verify accuracy of information in order to prepare for case reviews and draft initial response for review.
- Review and analyze responses and guidance provided by Ethics Office with the view of harmonizing and consistently providing guidance to personnel.

#### Protection from Sexual Exploitation and Abuse (PSEA):

- Assist in the research, implementation and follow-up of the Action Plan in response to the Secretary General's 2017 report on "Special measures for protection from sexual exploitation and abuse: a new approach" (A/71/818).

#### Code of Conduct:

- Assist in developing training material for the 2019-2020 Code of Conduct, including the UNHCR Code of Conduct Facilitator's Manual.

#### Policy and development of tools:

- Assist in the research, review and analysis of existing policies and documents produced by the Ethics Office and relevant Units and draft inputs from the ethics perspectives (PSEA, Fraud Prevention, Gifts Policy, etc.) and in developing advocacy and promotional tools on various themes in ethics.

#### Training, outreach and Communication:

- Assist in briefing, training and webinar activities as well as in facilitating the Code of Conduct refresher session and/or Ethics Office as may be required and assist in updating Ethics webpage in the intranet.

#### Other duties:

- Perform other duties as required by the Office and provide debriefing and hand-over notes to Ethics team and relevant colleagues at the end of internship.

#### **Minimum qualifications required**

- University studies preferably in law, international relations, social sciences or allied fields
- Experience or demonstrated strong interest in ethical issues or related fields
- Experience in training, awareness raising, and/or larger: strong communication skills
- Fluency in English (written and oral); another UN language is an asset
- Excellent drafting and communication skills
- Ability to work in a multicultural team
- Exposure to UN work is preferred
- Ability in using Excel, PowerPoint, Design tools and software.

- Flexibility and adaptability.

### **Eligibility**

In order to be considered for an internship, candidates must meet the following eligibility criteria:

- Recent graduate (those persons who completed their studies within one year of applying) or current student in a graduate/undergraduate school programme from a university or higher education facility accredited by UNESCO; and
- Have completed at least two years of undergraduate studies in a field relevant or of interest to the work of the Organization.

An individual whose father, mother, son, daughter, brother or sister is a staff member of UNHCR, including a Temporary Appointment holder or a member of the Affiliate Workforce, is not eligible for an internship.

### **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 JO 16460 at "[international vacancies](#)" by 07 March 2019 (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.