



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

ACNUR
Alto Comissariado das Nações Unidas
para Refugiados

SELECTION PROCESS

Internship for UNHCR-Brazil

Fundraising Unit

The UN Refugee Agency (UNHCR) is looking for recent graduates or current students in a graduate/undergraduate school interested in an internship at its Fundraising Unit.

Candidates should be a recent graduate or undergraduate student of Communication, from the fifth semester onwards. Excellent communication skills (oral and written) are required, as well as considerable knowledge of Portuguese and English. Working knowledge of Spanish is considered an asset.

This is a remunerated vacancy, the monthly stipend will be informed at the interview.

At the end, the intern will receive a Certificate of Internship upon satisfactory conclusion of the assignment and having completed the UNHCR mandatory e-Trainings.

UNHCR encourages the application of indigenous persons, afro descendants, LGBTI, persons living with HIV/AIDS and other minority groups. All applications will be treated with the highest confidentiality.

TERMS OF REFERENCE

- 1. Assignment Title:** Communications Intern
- 2. Duration:** 6 months (renewable for an additional 2 months).
- 3. Location:** Fundraising unit in São Paulo.
- 4. Expected starting date:** 11 August 2019
- 5. Working time:** Flexible (6h or 8h/day)
- 6. Host Agency:** UN Refugee Agency - UNHCR



7. Description of duties: Under the supervision of the Communications team the intern will perform the following activities:

- Engage and support social media communications, following UNHCR standards;
- Monitor the UNHCR social media channels on a daily basis, scanning for queries and complaints;
- Reply to queries and users comments on social media (community management);
- Translate online UNHCR materials, such as press releases, video scripts and direct mail letters;
- Assist with the production and drafting of the newsletter;
- Edit and create images and digital assets;
- Translation, edition and videos subtitling;
- Perform other duties as required.

8. Qualifications/Requirements:

- Recent graduate or under-graduate/graduate students in Communications;
- Pro-activeness, flexibility and adaptability required;
- Communication skills;

9. Competencies:

- Computer skills: MS office and Internet/Social Media;
- Language skills: Fluency in Portuguese (oral and written); good working knowledge in English;
- Video and image editing skills - Photoshop and Premier (or other video software);

10. Application: Interested candidates should send the **Personal History Form** and motivational letter (in English) to the email BRABRHR@unhcr.org by **31st July 2019**, with the subject line "**PSP COMMUNICATIONS INTERN**". Only short-listed candidates will be contacted for an interview.