

TERMS OF REFERENCE FOR INTERNSHIP

Organizational Unit: Emergency Policy and Capacity Development Section – Division of Emergency Security and Supply (DESS)

Duty Station: Geneva, Switzerland

Duration on the internship: 6 Months

Closing Date: 25 July 2019

Expected start date: 12 August, 2019

Background information/Organizational context

The Emergency Policy and Capacity Development Section (ECPDS) is a part of UNHCR's Division of Emergency, Security and Supply (DESS). It is responsible for ensuring that emergency related policies, guidance, tools (including UNHCR's Emergency Handbook) and trainings are in place, and that these reflect best practices, lessons learnt, and the reality on the ground drawing on the field experience of emergency standby teams and refugee/idp emergency operations. The Section works closely with the Global Learning and Development Centre (GLDC) on the design and delivery of the Workshop on Emergency Management (WEM), the Senior Emergency Leadership Programme (SELP) and other emergency-related trainings. This internship offers a unique opportunity to work in the monitoring of policy implementation and its alignment with relevant training modalities.

The Section is currently seeking a dynamic and driven individual with a strong interest in refugee, idp and forced displacement issues, humanitarian emergency preparedness and response, training and adult learning. He/She must possess strong writing and analytical skills.

Duties and Responsibilities

The intern will provide **support** to the Emergency Policy and Capacity Development Section in:

- Overseeing/Tracking/Promoting the implementation of the Emergency Policy by the different UNHCR's Divisions and Bureaus as well as by the Regional and Country Offices.
- Drafting and editing of minutes, action plans, publications on emergency related reports and processes, as required.
- Liaising with GLDC on administrative and logistical preparations for specific training events, including the WEMs and SELP, as required.
- Updating the Emergency Handbook by liaising with relevant Divisions at UNHCR Headquarters to ensure that new or updated topics, entries or tools are submitted, and with different service

providers, including English editors, language translators, and infographic designers, to ensure the on-time delivery of services.

- Uploading of topics, entries and tools into the Emergency Handbook web platform and liaising with the website service provider on technical matters, as appropriate.
- Disseminating and managing the custody emergency related publication materials (policy folders, posters, roll-ups and brochures, etc.) and keeping an overview of its stock of publications and requesting reprints in time.
- Performing other tasks which the Chief of ECPDS may require.

Minimum qualifications and skills required for the internship:

- 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.

Please note that candidates who have immediate relatives (father, mother, son, daughter, brother or sister) working as staff members or individual contractors of UNHCR are not eligible.

Desirable Qualifications:

a. Work Experience

- Experience in research and drafting short, concise and specific reports is required.
- Relevant experience in website design and management, information management, conflict analysis or capacity building is an advantage.

b. Key Competencies

- English proficiency is required.
- Proficiency in French, Spanish and/or Arabic is considered an advantage.
- Demonstrated English writing skills, which must be of a very high standard.
- Expert knowledge of Microsoft Office (Outlook, Excel and Word) is required.
- Ability and willingness to quickly learn to use new software are required.
- Knowledge of computer programming languages (html, css, sql, js) is an advantage.

To apply

Interested applicants should submit their application through www.unhcr.org/careers.html click on “vacancies” and search for JO 17506.

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.