

Annex II



TERMS OF REFERENCE FOR INTERNSHIP

Organizational Unit: Ethics Office

Duty station: Geneva, Switzerland

Duration of the internship: 6 months

Closing date: 22 July 2019

Expected start date: 01 August 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) and provide protection against retaliation to individual UNHCR personnel.
- 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:

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Protection against Retaliation case management:

- Assist in preparing preliminary assessment and analysis of individual protection against retaliation complaints by conducting researches to establish facts and verify accuracy of information provided by UNHCR personnel in order to prepare a case for a review and draft an initial decision
- Assist the individual staff member in finding appropriate measures to protect her/him from potential retaliation.
- Negotiate appropriate retaliation prevention actions with the relevant in-house unit/section/division.
- Assist in reviewing and analyzing the terms and implementation of the current Administrative Instruction and assist in drafting recommendations and drawing up lessons learned.
- Providing monthly analysis and statistical overview on protection against retaliation cases.

Training, outreach and Communication on Protection against Retaliation:

- Assist in briefing, training and webinar activities as well as in facilitating the outreach and dissemination of the Administrative Instruction on Protection against Retaliation, including updating the Ethics Office webpage on 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 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 and skills:

- Experience or demonstrated strong interest in ethical issues or related fields
- Experience or demonstrated ability to work analytical and to conduct legal analysis, research on various legal matters and draft legal opinions
- Experience or demonstrated interpersonal skills

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- Experience in training, awareness raising, and/or larger: strong communication skills
- Fluency in English and French (written and oral); another UN language is an asset
- Excellent drafting and communication skills
- Ability to work in a multicultural team
- Ability in using Excel, PowerPoint, Design tools and software.
- Flexibility and adaptability.

To apply

Interested applicants should submit their application through www.unhcr.org/careers.html click on “vacancies” and search for JO 17488.

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.