

## **TERMS OF REFERENCE FOR INTERNSHIP**

**Organizational Unit:** Representation to the European Institutions in Strasbourg

**Duty station:** Strasbourg, France

**Duration of the internship:** Six months

**Expected start date:** 15 December 2019

### **Background information/Organizational Context**

The United Nations High Commissioner for Refugees is mandated to lead and coordinate internal action to protect refugees and provide durable solutions to their problems worldwide.

The UNHCR Representation in Strasbourg was established in 1996 to work closely and in cooperation with the Council of Europe (CoE) and the European Parliament when it is in session in Strasbourg. Its main role is advocacy, to ensure that the standard-setting instruments of major CoE institutions reflect and complement UNHCR's mandate, policies and operations, monitoring the case law of the European Court of Human Rights (ECtHR) for cases of concern to UNHCR and to monitor the work of all the different bodies of the Council of Europe. It also provides advice and support to UNHCR country offices, submits third party interventions to the ECtHR, provides information to the Council of Europe relating to UNHCR's persons of concern and their country of origins, attends meetings, sessions and conferences of the Council of Europe bodies and finally organizes joint seminars with the Council of Europe.

### **Duties and Responsibilities**

- Provide general administrative support to the office.
- Assist in the logistical support to events being organized by the office.
- Participate in meetings of the Council of Europe and the plenary sessions of the European Parliament as well to provide summaries of the discussions and of adopted standards.
- Do research and collect information related to the international protection of UNHCR's persons of concern.
- Monitor the websites of the various Council of Europe entities on all matters relating to UNHCR's persons of concern.
- Provide summaries of relevant adopted reports.
- Monitor and summarize pending cases as well as judgments and decisions delivered by the ECtHR.

## Minimum qualifications required

- Adaptability and dynamism.
- Analytical thinking.
- Capacity to work in a team.
- Excellent writing skills in both French and English.
- Having a good sense of humor is not necessary but certainly helps.
- Good knowledge of the European human rights and refugee law.
- Have a degree (or ending a degree) in Law, Political Science, in the Humanitarian field or any other relevant field of study.
- Fluency in French and English is required.
- Fully proficient in all traditional computer programs.

## 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 [Personal History Form \(PHF\)](#) and its [supplementary sheets](#) (if applicable), motivation letter and CV by e-mail to Roland-François Weil, UNHCR Representative to the European Institutions in Strasbourg ([frast@unhcr.org](mailto:frast@unhcr.org)) by 8 November 2019 (midnight Strasbourg 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 gender identity, grounds of race, colour, sex, national origin, age, religion, disability and sexual orientation.