



UNHCR

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

Terms of Reference

Internship

Donor Relations and Donor Visibility

Donor Relations and Resource Mobilization Service

UNHCR, the UN Refugee Agency, is offering an internship position within the ***Donor Visibility team in the Donor Relations and Resource Mobilization Service.***

UNHCR is a global organization dedicated to saving lives, protecting rights and building a better future for refugees, forcibly displaced communities and stateless people. Every year, millions of men, women and children are forced to flee their homes to escape conflict and persecution. We are in over 125 countries, using our expertise to protect and care for millions.

Title: Internship

Working Unit: Donor Relations and Donor Visibility

Duty Station: Geneva, Switzerland

Duration: 6 months

Contract Type: Internship, full-time basis

Closing date: 25 October 2019

Start date: 2 December 2019

Organizational context

UNHCR and Donor Visibility

Public sector donors have uniformly insisted on greater and more varied visibility for their financial support to UNHCR. In a competitive and transactional fundraising environment, recognizing contributions in accordance with the contribution agreements and expressed donor preferences is critical to continued support. UNHCR are currently mobilizing efforts to focus on donor visibility – this would be a great opportunity for an individual seeking experience in donor relations, visibility, communications projects and being part of an evolving concept within the organization.

What are we looking for?

We are looking for a dynamic intern who has experience in communications and content creation and an interest in donor relations, who can support the dedicated Donor Relations Officer (Visibility) in supporting UNHCR's government donor visibility efforts. The ideal post-holder will be comfortable working in a fast-paced and reactive environment, have the skills and ability to support on creating content such as macros and competent in design software for publications and reports. Creativity is key in this role.

Key responsibilities will include:

- Assist the Donor Relations Officer (Visibility) with social media management, including curating content for Twitter, monitoring and evaluating country and leadership accounts around the world.
- Support with the creation of content for social media, including macros and infographics.
- Assist in the creation of workshops and trainings on donor visibility to support our colleagues in the field, including editing presentations.
- Manage and trouble-shoot with the Donor Relations Officer (Visibility) on challenges and opportunities raised by field, HQ and donor capital colleagues.
- Assist with impact analysis and monitoring of content, social media posts, donor missions.
- Update the visibility intranet page on a regular basis.

The position

UNHCR is looking for individuals with a wide range of skills and great interest in the work of the organization to support our work. The Donor Visibility team is specifically searching for an intern to support the evolving nature of donor visibility at UNHCR. Through this position you would work across the organization, have contact with country offices and operations, including emergency operations, and support UNHCR in achieving its goals in donor relations. We are looking for an intern who is a team player, creative and keen to become part of a fast-paced environment.

Essential minimum qualifications and professional experience required

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.

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

Desirable qualifications and skills:

- The candidate must be interested in communication, content creation, donor relations or external relations work.
- Knowledge of Photoshop, WordPress software, InDesign or similar.
- Experience in editing video content (desirable)
- Excellent communication skills both orally and in writing
- Required languages: English and any other language is an asset
- Interest in the humanitarian cause
- Excellent interpersonal skills
- Diplomacy
- Discretion
- Meticulous attention to detail
- Effective in time management
- Organizational abilities
- Computer skills

Location

The successful candidate will be based with the team in the Geneva, Switzerland.

Conditions & Allowances:

It is a full-time role with working hours starting from 9.00am to 6:00pm Monday to Friday (40 hours per week).

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.

How to apply:

Interested applicants should submit their application through www.unhcr.org/careers.html click on vacancies and search for **JO 18552**.

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.