



**UNHCR**

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

## TERMS OF REFERENCE FOR INTERNSHIP

**Organizational Unit:** Ethics Office

**Title:** Intern

**Duty station:** Geneva, Switzerland

**Duration of the internship:** 6 months

**Closing date:** 19th of January 2020

**Expected start date:** 01 February 2020

### 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 Dialogue sessions in the Field and at Headquarters to foster an ethical culture in the Organization.
- Implementing the Policy against retaliation for reporting misconduct (Whistleblower).
- 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 Advisor (Ethics and PSEA), the intern will perform the following functions:

#### Code of Conduct: Training, Outreach and Communication:

- Assist in developing training material for the 2019-2020 Code of Conduct including visualization materials
- Assist in the development, implementation and monitoring of the Code of Conduct interactive Dialogue platform, as well as assisting in updating the Ethics Office's intranet page
- Briefing, training and webinar activities as well as assisting in the preparation of the Code of Conduct Dialogue facilitation
- Monitoring and Evaluation of the Code of Conduct and statistical analysis of feedback data
- Assist in drafting response to requests for information and liaising with Code of Conduct Dialogue Focal Points globally
- Assist in developing the bi-annual theme for the Code of Conduct Dialogue for 2020-2021

#### Culture Change

- Assist in the discussions, conduct research and prepare for drafts in the context of the work of Ethics in the wider Culture Change Group discussions and materials

#### Policy and development of tools:

- Assist in the research, review and analysis of existing policies and documents produced by the Ethics Office and relevant Units and draft inputs from the ethics perspectives (, harassment and abuse of authority, respectful workplace; Conflict of Interest; Fraud Prevention, Gifts Policy, etc.) and in developing advocacy and promotional tools on various themes in ethics

#### 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.

#### **Essential minimum qualifications:**

In order to be considered for an internship, candidates must meet the following eligibility criteria:

- Recent graduates (those persons who completed their studies within one year of applying) or current student in a graduate/undergraduate school programme from a university of 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 of UNHCR are not eligible.

### Desirable qualifications and experience

- University studies completed preferably in psychology/behavioural science, international relations, social sciences or allied fields
- Experience or demonstrated strong interest in ethical issues or related fields
- Experience in training and/or strong communication skills
- Experience in statistics or graphic design is an asset
- Fluency in English (written and oral); another UN language is an asset
- Excellent drafting and communication skills
- Ability to work in a multicultural team
- Exposure to UN work is preferred
- Ability in using Excel, PowerPoint, Design tools and software.
- Flexibility and adaptability.

### 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 applicants should submit their application through [www.unhcr.org/careers.html](http://www.unhcr.org/careers.html) click on vacancies and search for **JO 18957** by 19<sup>th</sup> of January 2020.

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.