



# UNHCR

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

# Terms of Reference

## Intern

## PSP Switzerland

UNHCR, the UN Refugee Agency, is offering an Internship within the PSP team at UNHCR's headquarters, Geneva.

UNHCR, the UN Refugee Agency, is a global organization dedicated to saving lives, protecting rights and building a better future for refugees, forcibly displaced communities and stateless people. It aims at supporting the rights, the protection and assistance to refugees, returnees, stateless people, internally displaced and asylum-seekers worldwide, enhancing their human dignity and well-being.

The internship will be within UNHCR's Private-Sector Partnership's service, which sits within the Department of External Relations (DER) and serves departments both within DER and the wider organization. This exciting internship is a unique opportunity to gain experience in not-for-profit branding as well as experience working within the UN system.

The Private Sector Partnerships team in Switzerland is working to engage private sector partners, build and enhance relationships that lead to long term support for refugees. The team engages corporations, private foundations and philanthropic individuals and will also engage with the public at large. It is currently consolidating the structural and processual aspects of its organization. However, it is also preparing to transfer its activities into an independent structure under Swiss law.

**Title:** PSP Intern

**Duty Station:** Geneva, Switzerland

**Duration:** 6 months (with possibility of extension up to 8 months)

**Contract Type:** Internship

**Contract start date:** as soon as possible

**Advertisement start date:** 13 January 2020

**Advertisement closing date:** 26 January 2020

## Organizational context

The Private Sector Partnerships team in Switzerland, is working to engage private sector partners, build and enhance relationships that lead to long term support for refugees. The team engages corporations, private foundations and philanthropic individuals and will also engage with the public at large.

## The position

We are seeking a dynamic and proactive team player, with a strong interest in not-for-profit brand and refugee issues, to complete a six-month internship within UNHCR's PSP Switzerland team.

You will work closely with the PSP Officer Switzerland as well as with the Swiss Office, in particular external relations. You will support the organization and will assist in day to day activities of both PSP and Swiss office external relations tasks.

This internship provides ample learning opportunities for an individual aiming to gain experience in fundraising, communication and organizational development. Our organization is made of 5 people who look forward to meeting you.

## Duties and responsibilities

Under the supervision of the PSP Officer, the Intern will have the following duties and responsibilities:

- Contribute to the team's ambitious vision to grow its activities and at the end the level of funds raised. Act at the hinge points of all fields of activities;
- Support the team members in their daily tasks which may include:
  - Supporting the fundraising and communication department by doing desk research, preparing documentation, coordinating internal processes and external partners;
  - Supporting in matters related to the establishment of a national entity in Switzerland such as process design, contract management and organizational matters;
  - Support related to the fundraising activities (preparing the participation to Art Basel, Sport events, Sponsorship...);
  - Supporting the back-office activities;
- Support in managing small to middle sized activities or projects in an autonomous manner,

- Assist in administrative tasks which enable the organization to run smoothly: elaborating / optimizing documentation, adding or managing data in a CRM tool, organizing meetings, arranging travels, managing agendas and trello, writing minutes;
- Work in an innovative and stimulating environment, always on the move. Duties and responsibilities may evolve depending on the abilities of the candidate and the growth of the organization.

## Essential minimum qualifications and professional experience required

The ideal candidate should have the following qualifications / skills:

- Be a recent graduate (completed your studies within one year of applying to this internship) or current student in graduate/undergraduate school program for a university or higher education facility accredited by UNESCO in the areas of international relations, marketing & communications, law, economics, etc.;
- Have completed at least two years of undergraduate studies in a field relevant or of interest of the work of the Organization;
- Have had a first working experience relating to the tasks described through i.e. traineeship, voluntary work, private projects, summer jobs;
- Be eager to grow competencies on the job;
- Enjoy working in a cross-functional function, handling diverse types of tasks;
- Able to organize and to structure, work by objectives and to prioritize;
- Rigorous and effectively paying attention to details;
- Stimulated by challenges, curious and eager to learn;
- Optimistic and solution-driven;
- Able to inform and ask for support when facing difficulties;
- Dynamic and able to anticipate teams and project needs;
- Service oriented and focused on delivering a qualitative and timely customer experience;
- Able to communicate in a diplomatic manner;
- Master office suite and digital tools;
- Be a good organizer;
- **Fluent in French and English.** Further Swiss national languages (i.e. German) are an asset.

## Location

The successful candidate will be based with the PSP team in UNHCR Geneva office.

## Conditions

The internship is for six months (with possibility of extension up to 8 months) and the expected start date is in January 2020. It is a full-time role with working hours starting from 9 am to 6 pm Monday to Friday (40 hours per week).

## To apply

Interested applicants should submit their letter of motivation, a dully completed and signed Personal History Form (PHF) and CV to [hqpsphr@unhcr.org](mailto:hqpsphr@unhcr.org) indicating 'PSP Internship (Switzerland)' in the subject of the email.

Personal History Forms are available at [PHF Form](#) / [Supplementary Sheet](#).

*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.*