



# UNHCR

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

## TERMS OF REFERENCE FOR INTERNSHIP

**Organizational Unit:** Livelihoods and Economic Inclusion Unit, Division of Resilience and Solutions

**Title:** Intern

**Duty station:** Geneva, Switzerland

**Duration of the internship:** 6 months (15 February to 15 August 2020)

**Closing date:** 19<sup>th</sup> of January 2020

**Expected start date:** 15 February 2020

### Background information/Organizational Context

The Livelihoods and Economic Inclusion Unit in the Division of Resilience and Solutions (DRS) is looking for a full-time intern for a period of 6 months.

UNHCR promotes economic inclusion of refugees to enable them become self-reliant and help ease pressure on host communities (as stated in objectives 1 and 2 of the Global Compact on Refugees). The Livelihoods and Economic Inclusion Unit provides guidance and build field capacities to: advocate for an enabling environment for refugees to work, convene relevant stakeholders including the private sector, humanitarian and development actors, and governments to expand access of refugees to economic opportunities; promote results-based and market-driven approaches to enhance economic inclusion outcomes of refugee and host communities. The Unit is now looking for an intern to support this work.

### Duties and Responsibilities

- Support knowledge management by building a repository of good practices, case studies, and resources to be disseminated with the global livelihoods network, develop communication tools and manage communication platforms including social media, online sites, livelihoods email, bi-monthly bulletin, etc.
- Support coordination of the Unit's work by managing the livelihoods SharePoint and calendar, providing logistical support for events/meetings, writing up minutes of meetings, following up on important action points to ensure their completion, and tracking engagement with partners;
- Support the recruitment of Economic Inclusion and Livelihoods experts by managing the functional clearance process - organizing written tests and interviews for shortlisted candidates and managing the database of applicants;

- Support specific areas of work including but not limited to: [Coursera For Refugees](#) to provide access to certified, online training for UNHCR's persons of concern, [Poverty Alleviation Coalition](#), right to work campaign, etc.
- Assist in the various day-to-day tasks.

### **The intern will:**

- Gain understanding and practical experience of livelihoods and economic inclusion approaches and programming for protection and solutions for UNHCR's persons of concern;
- Become familiar with and exposed to various areas of work of UNHCR and to global processes, such as the Global Compact on Refugees, relevant to protection and solutions for persons of concern ;
- Be exposed to different partner organizations and have an opportunity to build a network of contacts
- Acquire knowledge and skills related to project management in the context of forced displacement;
- Enhance knowledge in various areas related to refugee protection and solutions through participation in training and other learning opportunities

### **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**

- Recently graduated (completed studies within one year) or pursuing a relevant advanced university degree (social science, economics, business administration, development or related field of study);
- Excellent multi-tasking, writing and analytical skills;
- Demonstrated skills in social media and online communications tools/platforms;
- Demonstrated experience with project management;

- Pro-active and excellent interpersonal and communication skills for a multi-cultural environment;
- Interest and preferably some experience working with humanitarian and/or development actors;
- Interest and preferably some knowledge of/experience with working in the area of economic inclusion and livelihoods;
- Excellent written and spoken English required, knowledge of another UN language an asset;
- Demonstrated skills in relevant computer software; knowledge of graphics design an advantage;

### 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 18958** 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.