Terms of Reference

Internship (Private Partnership & Philanthropy)

Private Sector Partnerships (PSP), UNHCR Brussels, Belgium

UNHCR, the UN Refugee Agency, has an exciting opportunity for an intern to join the Private Sector Partnerships team in the UNHCR offices in Brussels, Belgium.

The Private Sector Partnerships team in Belgium, specifically the Private Partnerships & Philanthropy team, 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. This internship contributes to the team's outreach and cultivation efforts and provides ample learning opportunities for an individual aiming to gain experience in partnership building.

The position, based in Brussels, offers a unique opportunity to work within the PSP Europe Regional team, dedicated to raise funds and establish partnerships for UNHCR with the private sector in Europe.

Title: PSP Intern

Duty Station: Brussels, Belgium

Duration: 6 months, expected start date: 3rd February 2020

Contract Type: Internship (paid, as per UNHCR policy)

Advertisement start date: 20th December 2019 (re-advertised)

Advertisement closing date: 15th January 2020

Organizational context

The Private Sector Partnerships (PSP) Services works in different regions: Europe, MENA, Americas, Africa, and Asia, and further decentralizes at local levels. The PSP Intern is part of PSP Europe Regional team (which is part of PSP Europe Region) and it is based in the UNHCR Office located in Brussels.

Duties and responsibilities

This internship is mainly focused on new business; duties and responsibilities are dependent on the team's priorities over the course of the internship and may include:

• Desk research in preparation for outreach and meetings;
• Contribute to pipeline management;

- Prepare pitches;
- Prepare funding proposals;
- Digital engagement;
- Support event management for outreach and cultivation purposes.

Essential minimum qualifications required

The ideal candidate will be required to have followings:

- Be a recent graduate (completed your studies within one year of applying to this internship) or current student in graduate/undergraduate school programme 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;
- Ambition to work with the private sector and raise funds to support refugees;
- Enjoyment in (re)searching opportunities and you are interest in philanthropy and corporate social responsibility;
- Good writing and organizing skills;
- **Fluency in English, French and Dutch;**
- Availability for a minimum duration of 6 months;
- Willingness to support UNHCR and to stand with refugees.

Location

The successful candidate will be based with the team in UNHCR's office in Brussels, Belgium.

Conditions

The internship is associated with an internship agreement for 6 months. It is a full-time role with working hours starting from 9 AM to 6 PM, Monday to Friday (40 hours per week). This is a paid internship as per UNHCR policy.

To apply

Interested applicants should submit their letter of motivation, dully completed (including all work experience) and signed Personal History Form (P11), and CV to hqpsphr@unhcr.org indicating 'PSP (PPH) Internship, Brussels' in the subject of the email.

P11 forms are available at www.unhcr.org/recruit/p11new.doc

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.