

# Terms of Reference

## IDP Section Internship

### Division of International Protection

**Title:** IDP Section Intern

**Working Unit:** IDP Section, Division of International Protection

**Duty Station:** Geneva, Switzerland

**Duration:** Six months

**Contract Type:** Internship

**Closing date for application:** 26 June 2020

**Start date:** As soon as possible

UNHCR, the UN Refugee Agency, is offering a full-time internship within the **Internally Displaced Persons (IDP) Section of the Division of International Protection (DIP)** at **UNHCR Headquarters in Geneva, Switzerland**.

Established in December 1950, UNHCR is a global organization dedicated to saving lives, protecting rights and building a better future for asylum seekers, refugees, returnees, internally displaced communities and stateless people. Every year, millions of men, women and children are forced to flee their homes to escape conflict and persecution. UNHCR currently operates in over 130 countries, using its long expertise to protect and care for millions.

## Organisational context

The internship will be based with UNHCR's IDP Section, within the Division of International Protection (DIP). Engagement with Internally Displaced Persons (IDP) is integral to UNHCR's protection work across the displacement continuum. The IDP Section supports all efforts at field level to make this engagement predictable and coherent. It also supports UNHCR's protection leadership within the IASC framework, facilitating the sharing of best practices and expert advice for overcoming operational challenges to protection response in conflict.

## The position

The intern will support the GP20 initiative for Advancing Prevention, Protection and Solutions for Internally Displaced People through the production of materials, organization of events and updating of online resources. They will also assist the co-chair of the GPC Task Team on Law & Policy and carry out administrative tasks and technical support as requested, among other tasks. The Intern is supervised by the GP20 Coordinator, but may report to different members of the Section in relation to specific tasks.

## Duties and responsibilities

1. Develop communications materials, manage the GP20 Twitter account and update the IDP Section's external, intranet and Refworld web pages;
2. Support the finalization of the GP20 compilation of good practices and creation of an archive for GP20 and other GP20-related tasks;
3. Conduct research on internal displacement and assist with the update of the Law & Policy database and related research;

4. Assist in coordinating, organising and analysing inputs for a summary of UNHCR's IDP operations;
5. Assist with the organization of meetings and on-line events, note-taking, reporting and printing;
6. Undertake any other task as assigned by the Chief of Section.

## Essential minimum qualifications required

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

- Be either a recent graduate (having completed their studies within one year of applying) or a 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 UNHCR

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

## Desirable qualifications

Education:

- Bachelor's degree in law, political science, social science or related field.
- Graduate degree — completed or enrolled in a programme related to law, political science, social science or related field.

Competencies

- Demonstrated interest in human rights, and particularly the rights of IDPs.
- Competent user of standard Word processing and spreadsheet software.
- Experience using online content management platforms is an asset.
- Demonstrated experience in research and drafting of documents.
- Demonstrated competencies in administration, organization and time-management.

Language

- Fluency in English and French (written and spoken) is required, knowledge of other UN languages desirable.

## Location

The successful candidate will be based with the team in 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](http://www.unhcr.org/careers.html) click on vacancies and search for Job Opening No. **20533**



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.

UNHCR does not charge a fee at any stage of its recruitment process (application, interview, meeting, travelling, processing or training).