



**UNHCR**

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

# Terms of Reference

## Gifts-in-Kind Internship

Private Partnerships and Philanthropy Section (PPH)

Private Sector Partnerships Service (PSP)

**Title:** Gifts-in-Kind Intern

**Duty Station:** Copenhagen, Denmark

**Duration of internship:** 6 months

**Contract Type:** Internship

**Application deadline:** 24 June 2020 Midnight (CEST)

**Expected start date:** 15 July 2020, contingent upon development of COVID-19

## Organizational context

UNHCR, the UN Refugee Agency, is offering a Gifts-in-Kind Internship within the *Private Partnerships and Philanthropy Section* in our *Copenhagen Headquarters in Denmark*.

UNHCR is a global organization dedicated to saving lives, protecting rights and building a better future for refugees, forcibly displaced communities and stateless people. Every year, millions of men, women and children are forced to flee their homes to escape conflict and persecution. We are in over 130 countries, using our expertise to protect and care for millions of people.

Based at UN City in Copenhagen, UNHCR's Private Sector Partnership Service (PSP) supports the Agency's global collaboration with the private sector through its network of fundraisers and national associations in 20 operations in the Americas, Europe, Asia, the Middle East and Gulf region and Africa. The growth in income secured from the private sector by UNHCR since 2006 has made PSP the private sector division growing the fastest amongst its peers in the first five years of its creation. The ambition of the new ambitious PSP Global Strategy 2018-2025 has the vision to grow into a service capable of generating \$1bn annually.

The Gifts-in-Kind intern will be based within PSP's Private Partnerships and Philanthropy Section (PPH), which builds and manages partnerships with corporations, foundations and private philanthropists (so called PPH partners) to mobilize income and other forms of support for the benefit of persons of concern. Contributions to UNHCR in the form of in-kind donations (or gifts-in-kind, GIK) are an integral and growing part of UNHCR's work with the private sector. One of the priorities for PPH is to streamline and increase its capacity to receive GIK support.

## The position

We are seeking a dynamic, creative and proactive team player, with a strong interest in partnerships and fundraising, to complete an internship within PPH's Gifts-in-Kind team, which manages all in-kind donations from private sector entities to UNHCR.

## Duties and responsibilities

Under the supervision of the Global PSP Officer leading on Gifts-In-Kind, the intern will help with knowledge management activities and logistics for the portfolio of gifts in kind received by UNHCR. In particular, the incumbent will support the following:

- Assist in the GIK team transition to using MS Teams, SharePoint, and Salesforce;
- Update GIK SharePoint sites and Salesforce as necessary;
- Get all necessary value and shipping documents from donors and UNHCR field colleagues;
- Calculate transport values;
- Prepare Acceptance information correspondence for UNHCR field operations;
- Track shipments of in-kind donations;
- Ensure that the GIK tracking sheet is maintained and updated;
- Create and maintain a depository of approved specifications with fair market value of items donated through GIK;
- Ensure GIK clothing needs are kept up to date when donations are received and/or new items are requested;
- Track donor applications and shipments;

- Coordinate with field colleagues to ensure all documentation is shared, and get shipping instructions; and
- Coordinate with field logistics colleagues when necessary to ensure shipments are adequately processed in line with UNHCR standards and procedures (consignee information, container timing and preferences, and preferred port of disembarkation).

## Essential minimum qualifications and professional experience required

The ideal candidate will be required to have following:

- Be a recent graduate (completed studies within one year of applying to this internship) or current student in graduate/undergraduate school program in a relevant field (logistics, supply management, economics, social sciences, business administration, international relations or related) from a university or higher education facility accredited by UNESCO;
- Have completed at least two years of undergraduate studies in a field relevant or of interest of the work of UNHCR;
- Team player with strong interpersonal and negotiation skills as well as be comfortable with working with persons of different cultural and educational backgrounds;
- Be highly organized and have good attention to detail;
- Be fluent in English, with advanced writing and editing skills;
- Ambition to raise funds to support refugees;
- Hands-on, happy to help, flexible attitude;
- Critical thinking and logical reasoning skills;
- Good working knowledge of all Microsoft Office applications, especially Excel; and
- Availability for a minimum duration of 6 months.

### **Desirable competencies**

- Knowledge of importation, shipping, and procurement processes;
- Experience or knowledge of fundraising;
- Knowledge of French is desirable.

## Eligibility

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

- Be a recent graduate (those persons who completed their studies within one year of applying) **or** current student in a graduate school programme from a university or higher education facility accredited by UNESCO.
- Have completed at least two years of undergraduate studies in a field relevant or of interest to work of the Organization.
- An individual whose father, mother, son, daughter, brother or sister is a staff member of UNHCR, including a Temporary Appointment holder or a member of the Affiliate Workforce, is not eligible for an internship.

## Location and Conditions

The successful candidate will be based with the team in the UN City in Copenhagen, Denmark. The internship is a six-month full-time role with 40 working hours per week, from 8.30am to 5pm Monday to Friday. The preferred start date is tentatively set for the 15<sup>th</sup> July 2020, which will be revisited in accordance with the measures adopted by the Danish government and guidance of UNHCR regarding the COVID-19 situation. Depending on the circumstances, there is a possibility the successful candidate will perform certain duties remotely and/or from at home.

Obtaining and renewing current visas and residence permits including all associated costs, are the responsibility of the intern. Please note that the terms of internship, as defined by UNHCR practice, include the payment of a Food and Local Transportation Allowance (FLTA). In case the intern is sponsored by another source during the internship this will be deducted from the FLTA.

## To apply

Interested applicants should submit their letter of motivation, Personal History Form (P11) and CV to [DENCOCMUHR@UNHCR.ORG](mailto:DENCOCMUHR@UNHCR.ORG) indicating **GIK Internship** in the subject of the email by **midnight 24 June 2020** (CEST Central European Summer Time).

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, colour, sex, national origin, age, religion, disability, sexual orientation and gender identity.

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

**The deadline for applications is midnight 24 June 2020 (CEST, Central European Summer Time).**