

# VACANCY NOTICE

## Marketing and Emergencies Internship, Private Sector Partnerships Service (PSP) Division of External Relations (DER)

**Vacancy Notice No:** CPH/VN/2020/036

**Title:** Marketing and Emergencies Intern

**Duty Station:** Copenhagen, Denmark

**Duration of internship:** 6 months

**Application deadline:** 19 November 2020

**Expected start date:** 04 January 2021

### Organizational context

UNHCR, the UN Refugee Agency, is offering a Marketing and Emergencies Internship within the Private Sector Partnerships Service (PSP) 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 refugees, returnees, internally displaced and stateless people.

The Private Sector Partnerships Service (PSP) sits within UNHCR's Division of External Relations (DER) and is responsible for raising funds from private sector donors to support UNHCR's work. The Marketing and Emergencies section is a part of PSP and focuses on donor communication, emergencies and campaigns to drive growth. This section plays an important role in meeting UNHCR's fundraising goals and in making the emotional connection between the public and the UNHCR brand to increase engagement.

## Duties and Responsibilities

Marketing and Emergencies section is seeking a dynamic, skilled and proactive intern who will support the team with a variety of tasks related to admin, finance, organization and communication. This internship is a unique opportunity to gain experience within resource management, reporting and practical aspects of administrative processes within the UN system.

The Marketing and Emergencies Intern will be working under the supervision of the Admin Associate and in close cooperation with the rest of the team.

Intern's duties and responsibilities will include:

- Assist in coordinating and managing the section's digital platform on SharePoint
- Assist in providing administrative, financial and organizational support to external consultants
- Assist in identifying and managing the necessary resources to implement projects activities.
- Organize weekly team meetings and ad hoc meetings (Book room, coordinate agenda, send invitation, take notes)
- Coordinate the section's monthly newsletter
- Assist in organization of events and workshops with external and internal participants.
- Create and edit presentation, reports and other documents in visually pleasing, clear and presentable formats
- Provide day-to-day support to the operational work of the Section
- Perform any other necessary duties.

## Minimum qualifications and professional experience required

The ideal candidate will:

- Be a strong communicator with fluency in English (advanced writing and editing skills)
- Ability to interact professionally with culturally and linguistically diverse staff
- Have excellent organizational and planning skills. Proven ability to set priorities, meet deadlines and multi-task.
- Demonstrates ability to quickly shift from one task to another to meet multiple support needs.
- Ability to review data, identify and adjust discrepancies

- Demonstrate ability to establish, build and maintain effective working relationships with staff

Desirable skills and experience:

- Knowledge of a second UN language (Arabic/Chinese/French/Russian/Spanish);
- Prior administrative experience
- Knowledge of Mailchimp, InDesign, Illustrator or Photoshop;
- Detailed knowledge and understanding of clerical, administrative, secretarial best practices and procedures

## 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/undergraduate 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 for six months and the preferred start date is 04 January 2021. It is a full-time role with working hours starting from 8.30am to 5pm Monday to Friday (40 hours per week). 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 *Marketing and Emergencies Intern* in the subject of the email by midnight 19 November 2020 (CET Central European Time). P11 forms are available at [www.unhcr.org/recruit/p11new.doc](http://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.

**The deadline for applications is midnight 19 November 2020.**