

Internship with the UNHCR Office for Switzerland and Liechtenstein in Bern

Throughout the year the UNHCR Office for Switzerland and Liechtenstein (OSL) offers internships with the legal/protection unit (in Bern and Geneva) as well as the external relations unit (in Bern). The internships normally last between three and six months.

OSL acts as a country office for Switzerland and Liechtenstein. We work closely with the Swiss authorities, nongovernmental organisations (NGOs) and other relevant actors in Switzerland and Liechtenstein for the protection of asylum seekers, refugees and stateless people. We also seek to support governments to find durable solutions for refugees.

Our interns are part of a small but dynamic team and benefit from individual supervision. They are involved in day to day tasks, but are also entrusted with specific longer and shorter term projects. It is important for us that interns profit from the given tasks and learn more about UNHCR's mandate and activities.

External Relations Internship, located in Bern

Selection Criteria

In order to be considered eligible for an internship, the following criteria must be fulfilled:

- Be a recent graduate 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 of in journalism, media or related studies and a particular interest in refugee protection. Persons at an advanced stage of their studies may apply provided they bring along other relevant experience.
- Have an excellent knowledge of German, French, and English.
- Have a good general working knowledge of communication and public relations principles and methods.
- Have strong drafting skills.
- Have a working knowledge of content management systems and social media.
- Knowledge of the Swiss media landscape is an advantage.

Duties and Responsibilities

- Assist the media manager with the compilation of a daily press review;
- Assist with the development and implementation of awareness raising activities;
- Support our cooperation with institutions, companies, media, etc.;
- Draft articles and other texts;
- Do research and translation work;
- Support the website and social media activities;
- Support the organisation of events;
- Perform other tasks as required.

Allowance

The internship is non-remunerated. However, interns who do not receive financial support from an outside party will receive a Food and Local Transportation allowance (FLTA) to partially help to cover the living costs. The maximum amount of allowance is 1000 CHF per month. In cases where a sponsored intern receives funding (less than the amount of allowance described above) from the sponsoring institution or another sponsor, UNHCR will pay the difference between this amount and the above allowance, if any. Interns are expected to make their own arrangements for travel, visa, accommodation and living expenses during the internship period. Please be aware that this internship does not carry any expectation or entitlement to employment with UNHCR at the conclusion of the internship or at any time thereafter.

Application

Please send your application consisting of a cover letter, a CV and a Personal History Form (you may find it [here](#)), and indicating your availability to: vidmar[at]unhcr.org. The deadline for application is 21 October 2020 and the successful candidate will presumably start on 1 November 2020.