

### UNHCR Representation for EU Affairs, Belgium, Ireland, Luxembourg and the Netherlands

The Office of the United Nations High Commissioner for Refugees offers assistance and protection to refugees around the world. UNHCR is one of the largest refugee agencies, with some 17,000 employees who help millions of refugees in 135 countries.

The External Relations Unit for Belgium and Luxembourg, based in Brussels, is seeking a **native Dutch-speaking intern for six months starting Monday 1 March 2021**. The intern must meet the administrative criteria set out below and have a perfect command of Dutch, a good command of English and French, and knowledge of the media sector (including social media). Graphic design and CMS skills are an asset.

#### What we offer

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- Work in a dynamic, international environment on matters of forced displacement;
- Insight into public outreach initiatives and campaigns aimed at a variety of target audiences;
- Learning about refugee issues with one of the largest humanitarian organizations in the world;
- Experience with a UN agency and letter of recommendation;
- Chance to practice English and French;
- Remunerated internship for a period of 6 months

#### General description of internship

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- Researching and summarizing information on a variety of historic and current refugee issues
- Summarizing refugee-related issues in the Belgian press on a daily basis
- Writing, editing and translating texts (English and French into Dutch), usually for the website
- Proposing and uploading content onto social media (Facebook, Twitter, Instagram) and/or the website to strict deadlines
- Assisting with the organization of campaigns and events
- Assisting with the creation and updating of publications (e.g., brochures, postcards, posters)
- General office tasks on an ad hoc basis

#### Requisite educational and administrative criteria

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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;
- Have completed at least two years of undergraduate studies in a field relevant or of interest to the work of the Organization, such as international relations, communications, journalism or languages/translation;
- Have no direct family ties with a UNHCR staff member (including Temporary Appointment holder) nor with a member of the Affiliate Workforce.

#### Submission deadline

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Please e-mail your CV and cover letter **by 31 January 2021 (23:59 CET)** to [belbrhr@unhcr.org](mailto:belbrhr@unhcr.org) with the subject "**Dutch-speaking PI Internship – SURNAME Name**". Applicants should clearly state in their cover letter or email their availability and their awareness of the conditions of eligibility criteria as set out in this vacancy notice. Only shortlisted applicants will be contacted.