



UNHCR

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

Terms of Reference

Internship

Division of External Relations, Partnership and Coordination Service

UNHCR, the UN Refugee Agency, is offering an internship position within the *Partnership and Coordination Service* in our *Geneva Office, Switzerland*.

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 125 countries, using our expertise to protect and care for millions.

Title: Internship

Duty Station: Geneva HQ (Teleworking Arrangement)

Duration: 6 months

Contract Type: Internship, full-time basis

Closing date: 07 August 2020

Start date: As soon as possible

Organizational context

UNHCR's Partnership and Coordination Service (PCS) is responsible for ensuring UNHCR approaches partnerships in a strategic and coherent manner. The Service provides support to regional and country offices on relationships with UN agencies, NGOs, sports organizations, advocacy partners and others and ensures that UNHCR exercises effective field leadership and coordination in line with its mandate and agreed frameworks. Located in Geneva, PCS comprises the Inter-Agency and Coordination Section (IACS), the NGO and Civil Society Section, and the Sports Partnerships Section.

The incumbent will be part of the Refugee Sports Coordination team, which works to provide guidance and support on the use of sport as a tool for protection and development in forced

displacement situations, as well as identifying and nurturing sports partnerships and programme opportunities that benefit the children and youth that UNHCR serves.

The position

UNHCR is looking for individuals with a wide range of skills and a strong interest in the mission of the organization to support our work. The incumbent will work under the overall responsibility of the Senior Refugee Sports Coordinator, and under the direct supervision of the Associate External Relations Officer (Sports Coordination) who will on a regular basis discuss the various issues and tasks to be assigned to the incumbent.

The incumbent's tasks shall include, inter alia:

- To support preparations for the Olympic and Paralympic Games Tokyo 2021, including weekly conference call coordination, preparation of meeting minutes, briefings, talking points and other information packages as requested.
- To conduct media monitoring and produce a weekly update on sports initiatives for /with refugees globally
- To support the team's efforts on outreach to and communication with sport partners
- To produce other materials, as required, related to the sport for protection approach and the use of sport as a tool for protection.
- To support the broader PCS team during meetings and events, such as the Annual consultations with NGO Partners and the Annual High Commissioner's Dialogue on Protection Challenges
- To undertake any other tasks as required.

Essential minimum qualifications and professional experience required

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

- Be a recent graduate (those persons who have completed their primary or master's degree in the year immediately preceding application) or a current student in a graduate school programme from a university or higher education facility accredited by UNESCO;
- Have strong English language skills; any other language is an asset

Desirable qualifications and skills:

- Strong interest in the humanitarian cause
- Excellent interpersonal skills
- Excellent communication skills - both orally and in writing
- Experience preparing briefs, presentations and communication materials
- Strong working knowledge of Microsoft Office 365,
- Research, analysis and information management skills
- Diplomacy
- Discretion
- Meticulous attention to detail
- Effective time management
- Organizational abilities
- Computer skills

Candidates should also:

- Have a strong interest in sport for development and peace, communication and advocacy, humanitarian, development or external relations work.
- Have an interest in issues related to child/youth development
- Have some experience with Photo/video editing tools, Wordpress, Salesforce and/or an interest in learning new software packages as required.

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

Location

This internship will be based in Geneva. Given the current COVID-19 situation the intern might work remotely subject to decision of the working unit.

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 cover Food cost, local transportation and living expenses.

How to apply:

Interested applicants should submit their application through www.unhcr.org/careers.html click on vacancies and search for **JO 21190**.

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).