

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

# Terms of Reference

## Internship (Fundraising Communications & Marketing)

Private Sector Partnerships (PSP), UNHCR the Hague, The Netherlands

UNHCR, the UN Refugee Agency, has an exciting opportunity for an intern to join the Private Sector Partnerships team in the UNHCR offices in The Hague, The Netherlands.

UNHCR, the UN Refugee Agency, 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. UNHCR teams are in the field in some 127 countries, using their expertise to protect and care for millions of people.

This exciting internship, based in The Hague, is a unique opportunity to gain experience in communication, fundraising and campaigns within UNHCR's Private Sector Partnerships' Fundraising Communication Team and support UNHCR's private sector fundraising efforts in the Netherlands.

**Title:** PSP Intern

**Duty Station:** The Hague, The Netherlands

**Duration:** 4-6 months, expected start date: 15 January 2019

**Contract Type:** Internship

**Advertisement start date:** 26<sup>th</sup> October 2018

**Advertisement closing date:** 30<sup>th</sup> November 2018

## Organizational context

The Private Sector Partnerships (PSP) Services works in different regions: Europe, MENA, Americas, Africa, and Asia, and further decentralizes at local levels. The PSP Intern is part of PSP Netherlands team (which is part of PSP Europe Region) and it is based in the UNHCR Office located in The Hague.

## The position

We are seeking a dynamic and proactive intern, with a strong interest in communication and refugee issues, to complete a four to six-months internship within UNHCR's Fundraising Communication team. The Fundraising Communication team is charged with ensuring that

UNHCR's private sector fundraising network has the content, tools, resources and best practice communication products to run an effective fundraising program that enables income generating teams to deliver increased resources to UNHCR's budget. We work on acquisition and retention of donors in The Netherlands and helps to boost UNHCR brand equity and improve brand coherence in The Netherlands.

## Duties and responsibilities

The Fundraising Communication Intern will be expected to engage with the following tasks:

- Gathering compelling UNHCR content and translate/tailor to engaging Dutch content;
- Creation of engaging thematic content (copy writing, video editing and Photoshop);
- Assisting in content management (website, socials, e-mail);
- Researching the latest statistics, messaging and refugee stories for donor reports;
- Providing administrative support to the Fundraising Communication team.

## Essential minimum qualifications required

The ideal candidate will be required to have followings:

- Be a recent graduate (completed your studies within one year from your application) or current student in graduate/undergraduate school program for a university or higher education facility accredited by UNESCO in a relevant field (e.g. communications, marketing, new media or journalism);
- Have completed at least two years of undergraduate studies in a field relevant or of interest of the work of the Organization;
- Strong communication skills with fluency in Dutch and English (advanced writing and editing skills);
- Knowledge of digital media, content management systems or other web based applications;
- Knowledge of Photoshop and Adobe Premiere will be considered an asset;
- Genuine desire to learn and adapt;
- Good inter-personal skills and be a keen team-player.

## Location

The successful candidate will be based with the team in UNHCR's office in The Hague, the Netherlands.

## Conditions

The internship is associated with an internship agreement for 4-6 months. It is a full-time role with working hours starting from 9 AM to 6 PM, Monday to Friday (40 hours per week).

## To apply

Interested applicants should submit their letter of motivation, duly completed (including all work experience) and signed Personal History Form (P11), and CV to [hqpsphr@unhcr.org](mailto:hqpsphr@unhcr.org) indicating 'Internship, PSP Fundraising Communications & Marketing Netherlands' in the subject of the email.

P11 forms are available at [www.unhcr.org/recruit/p11new.doc](http://www.unhcr.org/recruit/p11new.doc)