

TERMS OF REFERENCE: INTERNSHIP, PROTECTION AND SOLUTIONS UNIT (RESETTLEMENT)

Organizational Unit: Protection and Solutions Unit (Resettlement), Washington Regional Office

Location: Washington, D.C., USA

Background

The Resettlement Section in the Protection and Solutions Unit in UNHCR Washington focuses primarily on three different areas of engagement. These include: a.) global refugee populations b.) refugees identified for resettlement in the Caribbean region and c.) refugees in the United States. The Resettlement unit intern will assist staff in working on projects in all three areas with a primary focus on resettlement out of the Caribbean region.

Duties and Responsibilities:

- Assist the resettlement section in drafting resettlement applications for refugees within the Caribbean region.
- Conduct research and writing projects on current issues in refugee law and public policy related to resettlement. The resettlement unit is currently focused on integration, current US refugee policies and involvement with different global refugee populations.
- Observe and report on resettlement related meetings and conferences with government agencies and various NGOs working in the field.
- Research and draft Country of Origin information for refugees in the resettlement process.
- Assist in periodic conferences hosted by the resettlement unit.
- Participate in regularly scheduled staff meetings
- As needed, perform interpretation and translation for refugees in the Caribbean region and draft NFF based on conversations.
- Perform other duties as assigned.

Eligibility:

Interns working with the Resettlement Section in the Protection and Solutions Unit should have a legal background or be graduate students studying international affairs, political sciences, social work or a related subject, with knowledge of international law. Students pursuing J.D. degrees should ideally be in their second or third year of study and have taken an international law or asylum law course. While not being a formal requirement, any relevant work or other experiences will be taken into account in the selection of interns.

- Strong research, analytical and drafting skills;
- Knowledge of UNHCR's mandate, international refugee and/or human rights law;
- Course work in International Human Rights Law and/or US Immigration Law strongly preferred.
- Demonstrated commitment to human rights/refugee issues.
- Understanding of UNHCR resettlement guidelines and criteria preferred.
- A high level of computer proficiency, with familiarity with electronic databases preferred and proficiency with Microsoft Excel required
- Preference given to students who are fluent in Spanish.

Terms of internship

- UNHCR offers full time Internships and Interns are responsible for their legal stay in the United States, health insurance, housing, and any other related documentation.
- There may be a small contribution for food and transport for those with no fellowship or institutional sponsorship.
- There is no expectation of employment at the end of the internship.

Application details:

- Send a cover letter, curriculum vitae (resume), and writing sample to usawaint@unhcr.org. Note the “RESETTLEMNT UNIT INTERNSHIP” in the subject line/cover letter.
- Electronic copies of this notice may be found at <http://www.unhcr.org/en-us/us-internships.html>
- The Resettlement Unit hires interns for three- to four-month (part time/full time internships) in the fall (approximately September-December) and spring (approximately January-April), Summer interns (approximately May-August) are hired for full-time only. Applications are reviewed on a rolling basis, so intern candidates are encouraged to apply as early in the hiring cycle as possible. Please note Summer interns are normally hired early in November/December.