



UNHCR

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

VACANCY NOTICE

Communications Impact and Research Internship

Cooperate Communications Section

Division of External Relations (DER),

UNHCR Copenhagen,

Title: Communications Impact and Research Intern

Vacancy No: CPH/VN/2022/039

Duty Station: Copenhagen, Denmark

Duration: Six months (possibility of 2 months extension)

Contract Type: Internship

Start Date: As soon as possible

Closing Date of Applications: 13 September 2022 Midnight CET

Organizational Context

UNHCR, the UN Refugee Agency, protects people forced to flee their homes because of conflict and persecution. We work in over 130 countries, protecting millions of people by responding with life-saving support, safeguarding fundamental human rights and helping them build a better future.

The internship will be placed with UNHCR's *Global Communications Service*, which sits within the *Division of External Relations (DER)* and serves departments both within DER and in the wider organisation. This internship is a unique opportunity to gain experience in communication and media monitoring as well as experience working within the UN system.

The Position

We are seeking a dynamic and proactive team player, with a strong interest in communication and refugee issues, to complete a six-month internship within UNHCR's Global

Communications Service (Analytics team). The Analytics team provides quantitative and qualitative data insights, research, key learnings and evaluation materials related to UNHCR's internal and external communications. The intern will assist with research and analytic assignments as well as administrative tasks.

Duties and Responsibilities

The Communications Impact and Research Intern will be expected to:

- Independently complete weekly and monthly communication reports. These will span across traditional media, social media and digital engagement.
- Use our multiple advanced media monitoring software tools to provide data insights to colleagues, teams and sections.
- Participate in training sessions to develop your data analytics, communications and visualisation skills.
- Assist in the development of new and ad-hoc reports.
- Research and analyse relevant media coverage of UNHCR.
- Assist with updating and administering various databases.
- Provide any other required support, including administrative support to the team's four permanent staff.

Essential Minimum Qualifications and Professional Experience Required

The ideal candidate will:

- Possess a bachelor's degree in a relevant field, for example Communication and Media Studies, Refugee and Forced Displacement Studies, Migration Studies, International Studies, Data Sciences or Social Sciences.
- Have strong research skills including a good understanding of qualitative and quantitative research methods.

- Be a strong communicator and fluent in English, with advanced writing and editing skills. Additional languages are desirable, but not essential.
- Have advanced experience using the Microsoft Office suite (Outlook, Word, Excel, Publisher and PowerPoint).
- Have experience monitoring ‘owned’ channels – including websites and social accounts.
- Have a strong understanding of social media.
- Show a genuine desire to learn and adapt.
- Have good inter-personal skills, be a keen team-player, be organised and able to take initiative.

Eligibility

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

- Be a recent graduate (those persons who completed their studies within one year of applying) **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 relevant or of interest to work of the Organization.
- An individual whose father, mother, son, daughter, brother or sister is a staff member of UNHCR, including a Temporary Appointment holder or a member of the Affiliate Workforce, is not eligible for an internship.

Location and Conditions

The selected Communications Impact and Research Intern will be based with the team in the UN City in Copenhagen, Denmark and work under the supervision of the Impact and Research Officer. The internship is a six-month full-time role with 40 working hours per week, from 8.30am to 5pm Monday to Friday. Recruitment as a UNHCR staff member and engagement

under a UNHCR affiliate scheme or as an intern is subject to proof of vaccination against Covid-19.

Obtaining and renewing current visas and residence permits including all associated costs, are the responsibility of the intern. Please note that the terms of internship, as defined by UNHCR practice, include the payment of a Food and Local Transportation Allowance (FLTA). In case the intern is sponsored by another source during the internship this will be deducted from the FLTA.

For non-EU candidates, D-visa needs to be obtained before traveling to Denmark which takes 4 to 6 weeks. The office will provide assistance on visa-related issues.

To Apply

Interested applicants should submit their letter of motivation, signed Personal History Form (PHF) to DENCOCMUHR@unhcr.org indicating “**Communications Impact and Research Intern - CPH/VN/2022/039**” in the subject of the email.

Personal History Forms are available at [PHF Form](#) / [Supplementary Sheet](#).

As part of the recruitment process candidates might be requested to complete a technical assessment. 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.

The deadline for applications is **13 September 2022 midnight (CET, Central European Time)**.