

## Internship with the UNHCR Office for Switzerland and Liechtenstein in Bern

Throughout the year the UNHCR Office for Switzerland and Liechtenstein (OSL) offers internships with the legal/protection unit (in Bern and Geneva) as well as the public relations unit (in Bern). The internships normally last between three and six months.

OSL acts as a country office for Switzerland and Liechtenstein. We work closely with the Swiss authorities, nongovernmental organisations (NGOs) and other relevant actors in Switzerland and Liechtenstein for the protection of asylum seekers, refugees and stateless people. We also seek to support governments to find durable solutions for refugees. The Office has just moved to Berne on 1 October 2019. The Office will, though, maintain a limited presence in Geneva for certain protection activities.

Our interns are part of a small but dynamic team and benefit from individual supervision. They are involved in day to day tasks, but are also entrusted with specific longer and shorter term projects. It is important for us that interns profit from the given tasks and learn more about UNHCR's mandate and activities.

## Public Relations Internship, located in Bern

### Selection Criteria

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 accredited by UNESCO.
- Have completed at least two years of undergraduate studies in a field of interest in journalism, media or related studies and a particular interest in refugee protection. Persons at an advanced stage of their studies may apply provided they bring along other relevant experience.
- Have an excellent knowledge of German, French, and English.
- Have a good general working knowledge of communication and public relations principles and methods.
- Have strong drafting skills.
- Have a working knowledge of content management systems and social media.
- Knowledge of the Swiss media landscape is an advantage.

### Duties and Responsibilities

- Assist the media manager with the compilation of a daily press review;
- Assist with the development and implementation of awareness raising activities;
- Support our cooperation with institutions, companies, media, etc.;
- Draft articles and other texts;
- Do research and translation work;
- Support the website and social media activities;
- Support the organisation of events;
- Perform other tasks as required.

### Allowance

The internship is non-remunerated. However, interns who do not receive financial support from an outside party will receive a Food and Local Transportation allowance (FLTA) to partially help to cover the living costs. The maximum amount of allowance is 1000 CHF. In cases where a sponsored intern receives funding (less than the amount of allowance described above) from the sponsoring institution or another sponsor, UNHCR will pay the difference between this amount and the above allowance, if any. Interns are expected to make their own arrangements for travel, visa, accommodation and living expenses during the internship period.

### Application

Please send your application consisting of a cover letter and a CV, and indicating your availability to: [vidmar\[at\]unhcr.org](mailto:vidmar[at]unhcr.org).

**We look forward to your application!**