

TERMS OF REFERENCE: INTERNSHIP, CARIBBEAN PROTECTION UNIT

Organizational Unit: Caribbean Protection Unit, UNHCR Washington Regional Office

Location: Washington, D.C., USA

Background

The United Nations High Commissioner for Refugees (UNHCR) Washington Regional Office for the United States and the Caribbean seeks interns for its Caribbean Protection Unit.

The Caribbean Protection Unit assists asylum-seekers, refugees, and stateless persons in a particularly dynamic, unique, and challenging context. The Unit covers 23 different countries and territories in the Caribbean, the majority of which do not have functioning asylum systems. As a result, UNHCR works with governments in Caribbean countries to develop and strengthen their protections for asylum-seekers, refugees, and stateless persons, conducts refugee status determinations for asylum-seekers, and monitors and reports on the treatment of refugees and stateless persons throughout the Caribbean region.

Interns will participate in a range of activities within the Caribbean Protection Unit and will become familiar with the daily realities of working in a large humanitarian organization. The intern will (i) gain a deeper knowledge of the international legal frameworks governing the organization's interventions, particularly as they apply to the work of UNHCR in the Caribbean region; and (ii) develop legal writing and analysis skills and other professional working skills, such as project and time management, prioritization, team work, presentation skills, and drafting. The work of the interns is not confined to a single research project, as interns will be directly involved in all operational aspects of our work.

Accountability

Legal interns will assist with casework and policy work related to the assistance and protection of asylum-seekers and refugees in the Caribbean, including assisting with all aspects of UNHCR's under-mandate refugee status determination.

Responsibility and Authority

While the precise tasks of interns vary, taking into account the dynamics of the Caribbean region and other Office priorities, as well as the specific skills, competencies and areas of interest of the respective intern, the main tasks in which interns at the Caribbean Protection Unit are involved are:

- Drafting Refugee Status Determination (RSD) and appeal decisions for asylum-seekers in the Caribbean region, including country of origin research and legal analysis;
- Drafting Advisory Opinions requested by Caribbean governments for pending asylum claims;
- Conducting research on Caribbean immigration laws and procedures, asylum procedures, analysis of constitutional changes and best practices;
- Assisting with UNHCR's human rights reporting related to the Caribbean states;
- Monitoring news for maritime incidents and migration flows in the Caribbean; and
- Undertaking special projects and translating documents and correspondence, as needed.

Eligibility

Interns working with the Caribbean Protection Unit should have a legal background or be graduate students studying human rights, international affairs, political sciences 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 experience will be taken into account in the selection of interns.

Additionally, candidates should demonstrate the following skills:

- Strong research, analytical and drafting skills;
- Excellent oral communication skills;
- Knowledge of UNHCR's mandate, international refugee and/or human rights law;
- Ability to work independently with minimal supervision, as well as within a team;
- Good time management skills;
- A high level of computer proficiency, with familiarity with electronic databases preferred and proficiency with Microsoft Excel required; and
- Fluency in English required; fluency in a second language such as Spanish or Arabic strongly preferred.

Terms of internship

- UNHCR offers part- and full-time internships, and interns are responsible for their legal stay in the United States, as well as health insurance, housing, and any other related documentation.
- UNHCR will be able to provide a small contribution for food and transport for those with no institutional or outside sponsorship for their internships.
- There is no expectation of employment at the end of the internship.

Application details:

- Send a curriculum vitae (resume) and relevant writing sample to usawaint@unhcr.org. Note in the subject line "CARIBBEAN PROTECTION UNIT INTERNSHIP"
- Electronic copies of this notice may be found at <http://www.unhcr.org/en-us/us-internships.html>.
- The Caribbean Protection Unit hires interns for three- to four-month internships in the **fall** (approximately September-December), **spring** (approximately January-April), and **summer** (approximately May-August). Applications are reviewed on a rolling basis, so intern candidates are encouraged to apply as early in the hiring cycle as possible.