



Internship opportunity (Paid)

in the Communications Unit of UNHCR Regional Representation for Central Europe

January 2019

UNHCR's Regional Representation for Central Europe is seeking an intern for a three to six-month internship from March 2019 in its Communications Unit in Budapest. The internship would suit candidates with interest and studies or experience in communications, media and public outreach, campaigning and online communication.

About

The Office of the United Nations High Commissioner for Refugees is mandated to lead and co-ordinate international action to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and well-being of refugees. It strives to ensure that everyone can exercise the right to seek asylum and find refuge in another State, return home voluntarily, integrate locally or resettle in a third country.

The Regional Representation for Central Europe (RRCE) is located in Budapest and covers Bulgaria, the Czech Republic, Croatia, Hungary, Poland, Romania Slovakia and Slovenia.

Tasks

- Assist in collecting information, identifying and developing stories about refugees and asylum-seekers for UNHCR's media platforms, including assistance in generating content for social media;
- Assist in the preparation of print and digital communication materials (web stories, photo essays, factsheets, info graphics etc.), visibility items, and in publication design management;
- Assist in implementing campaigns, contacting print, broadcast and online media to place video spots, banners and other materials, liaison with partners and stakeholders etc.;
- Assist in monitoring the Hungarian and international media and preparing summary reports in English;
- Assist in staging events, including round table discussions, exhibitions, screening of documentaries, press conferences etc; research and draft talking points;
- Assist in maintaining the unit's visibility, photo and video libraries as well as media and external stakeholder contact database;

- Assist in liaising with partners, stakeholders such as NGOs, refugee communities as well as communication service providers;
- Assist in exploring innovative forms of communication in order to reach new audiences;
- Assist in other duties as required by the Public Information Unit.

Requirements

- Fluency in English is essential, knowledge of a Central European language is a plus;
- Good communication, writing and organizational skills;
- Experience in graphic design skills, knowledge of multimedia editing software, experience in creating infographics and video production is an asset;
- Basic knowledge of web content management systems, graphic and multimedia design softwares and other communication-related online platforms and applications are an asset.
- Ability to work independently as well as in a team, flexibility and strong attention to detail;
- Interest in asylum and refugees issues
- Having completed at least two-years of undergraduate studies OR having a completed degree within one year of application in journalism, communications, public relations or other relevant fields

Time frame

Internship is due to last for three to six months starting in March, 2019, subject to availability and performance. Please state your general availability, including possible starting date in your application.

Remuneration and insurance

Interns who do not receive financial support from an outside party will receive a monthly allowance according to relevant UNHCR policies not exceeding USD 1,000 per month, payable in local currency. Candidates are responsible for arranging medical insurance covering the period of the contract.

Application

Interested candidates should send their CV, completed [P11](#) and [P11 supplementary forms](#) (*click to access the forms*), and cover letter setting out their experience, skills and motivation as well as their availability and possible starting date to rcepost@unhcr.org with the subject line “Communications Unit Internship – 2019”.

Closing date for applications January 31st, 2019

Only shortlisted candidates will be notified. Due to a large number of applications, unfortunately we are unable to respond to each individual applicant.

Candidates must comply with all eligibility requirements for employment in Hungary.

No late applications will be accepted. UNHCR is an equal opportunity employer and does not charge a fee at any stage of the recruitment process (application, interview). Candidates must comply with all eligibility requirements for employment in accordance with the prevailing legislative requirements in Hungary.