



Internship opportunity

in the Communications Unit of

UNHCR Representation for Central Europe

About

UNHCR's Representation for Central Europe is seeking an intern for a six-month internship from May 2022 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. Familiarity with international affairs, international humanitarian affairs and/or refugee related issues is an asset.

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 Representation for Central Europe (RCE) is located in Budapest and covers the Czech Republic, Hungary, Slovakia, Slovenia, Moldova and Belarus.

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 Communication Unit.

Administration Interns receive a monthly Food and Local Transportation Allowance equivalent of 10% of the Daily Subsistence Allowance (DSA) of the duty station, not exceeding USD 1,000 per month, payable in local currency. In cases the intern is sponsored and receives funding from another institution or sponsor UNHCR will pay the difference between the sponsored amount and the above allowance, if any.

Upon completion of the internship, interns are provided with an official UNHCR attestation letter and upon request and agreement with the supervisor a letter of recommendation. The incumbent will be required to hold a valid medical insurance covering the full period of the internship.

Application

Required qualifications

In order to be considered eligible, the candidate must meet the following criteria:

- Fluency in English is essential, knowledge of a Central European language is a plus;
- Good communication, writing and organizational skills;
- Advance knowledge and proficiency in social media and Info graphic design skills are an asset;
- Basic knowledge of web content management systems, graphic and multimedia design software 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 preferably in journalism, communications, public relations or other relevant fields

How to apply

Interested candidates should send their CV, completed [P11](#) and [P11 supplementary](#) forms and cover letter setting out their experience, skills and motivation as well as their availability and possible starting date to rrcepost@unhcr.org with the subject line “**HUNBU Communications Internship 2022**”.

Closing date for applications: **24 March 2022**

Only shortlisted candidates will be notified. Shortlisted candidates may be required to sit for an interview.

Candidates must comply with all eligibility requirements for employment in Poland. Candidate might be required to present the statement regarding non-conviction for sexual offences.

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 meeting, processing, training or any other fees).