TERMS OF REFERENCE FOR INTERNSHIP

Organizational Unit: Client Engagement/Communications Team/ GLDC/ DHR

Duty station: Budapest, Hungary

Duration of the internship: 6 months, subject to extension

Expected start date: 1 October 2022

Background information/Organizational Context:

UNHCR, the UN Refugee Agency, is offering an internship position focusing on Communications within the Client Engagement/Communications Team of the Global Learning and Development Centre of Division of Human Resources.

Established in December 1950, UNHCR is a global organization dedicated to saving lives, protecting rights and building a better future for asylum seekers, refugees, returnees, internally displaced communities and stateless people. Every year, millions of men, women and children are forced to flee their homes to escape conflict and persecution. UNHCR currently operates in over 130 countries, using its long expertise to protect and care for millions.

Within UNHCR’s Division of Human Resources (DHR), the Global Learning and Development Centre (GLDC), established in 2009, provides complex staff development support to colleagues in UNHCR to learn new skills, acquire knowledge and improve their performance and to be able to better manage their individual career paths.

As part of DHR’s renewed focus on the people-centered talent management approach, the GLDC is now transformed into an integrated entity including the Leadership and People Excellence Section (LPE), the Talent Development and Performance Section (TDPS) and the Learning and Integrated Talent Experience Section (LITE).

Within the GLDC, the Client Engagement/Communications team works to facilitate information sharing among colleagues, organizes and makes knowledge more accessible and raises awareness on the learning and development opportunities available to colleagues across the organization, hereby supporting their skill development in order to provide greater protection and solutions to people forced to flee.

It is a full-time role with working hours starting from 9.00am to 6:00pm Monday to Friday (40 hours per week).
Duties and Responsibilities

We are looking for a dynamic and creative intern who has experience in communications, public relations or marketing, who can support the communications needs of the various services in GLDC.

The incumbents will report to and work closely with the Learning Development Officer heading the Client Engagement/Communications Team and will work with other team members as part of an agile team that supports the varying communication needs of the three GLDC Sections – the Leadership and People Excellence Section (LPE), the Talent Development and Performance Section (TDPS) and the Learning and Integrated Talent Experience Section (LITE) and other teams and units.

The ideal candidate will be comfortable working in a fast-paced and reactive environment, have the skills and ability to support on creating content, presentations and reports and competent in using Microsoft Office.

- Research and draft creative and engaging content and visuals, including editorials, articles, Intranet pages, graphic design and infographics, in collaboration with UNHCR colleagues within and outside of GLDC;
- Skilled in social media content, including creating social media videos
- Prepare summary reports for the team and internal partners;
- Participate in projects and working groups co-ordinated by the GLDC Client Engagement/Communications Team in support of the Division of Human Resources and the three GLDC Sections – LPE, TDPS and LITE;
- Undertake any other tasks assigned.

Desirable qualifications required

- Interest in communication and external relations work.
- Interest in the humanitarian cause.
- Computer skills. Knowledge of Microsoft Office and graphic design platforms (Canva)
- Excellent English communication skills, both orally and in writing, is essential. Knowledge of French, Spanish or another UN language is an asset.
- Excellent interpersonal skills.
- Meticulous attention to detail.
- Effective in time management.
- Organizational and project management abilities.

Eligibility

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

- 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; and
• Have completed at least two years of undergraduate studies in a field relevant or of interest to the work of the Organization.

• The candidate must be legally present in Hungary at the time of application as UNHCR is not in a position to support a visa or related application on behalf of the candidate.

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.

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.

Allowance

Interns who do not receive financial support from an outside party will receive an allowance to partially help to cover the cost of food, local transportation and living expenses.

To Apply

Interested candidates should submit their Personal History Form (PHF) and its supplementary pages (if applicable), motivation letter and CV by e-mail to DHR GLDC Resource Management Unit HQDHRMAD@unhcr.org indicating Internal Communications Internship by 21 September 2022.

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.

UNHCR does not charge a fee at any stage of its recruitment process (application, interview, meeting, travelling, processing or training).

We welcome applications from candidates with a refugee or stateless background.