



Israel

## TERMS OF REFERENCE

### Resettlement Intern

<b>Title:</b>	Resettlement Intern
<b>Duty station:</b>	Tel Aviv, Israel
<b>Section/Unit:</b>	Protection
<b>Contract Type:</b>	Internship
<b>Duration:</b>	4.5 months (11 February 2024 to 30 June 2024) full time. There is an option to extend up to 8 months.

#### 1. Background information/Organizational Context

The Office of the United Nations High Commissioner for Refugees (UNHCR) is a humanitarian and non-political organization mandated by the United Nations to protect refugees and stateless persons and help them find lasting solutions to their problems by way of voluntary repatriation, local integration or resettlement to a third country. UNHCR's activities are based on a framework of international refugee law and standards that includes the 1951 Convention relating to the Status of Refugees and its 1967 Protocol, as well as an array of international and regional treaties on human rights and humanitarian law. UNHCR works with States, civil society organizations, the legal community, the media and other actors to ensure effective protection and promote long-term solutions through a mix of capacity-building, refugee law promotion, advocacy and public awareness activities.

UNHCR's workforce consists of many diverse nationalities, cultures, languages and opinions. The Organization is looking for talented, motivated and passionate individuals from around the world who bring new innovative ideas and skills and whose work ethic and motivation inspire others. This includes internship opportunities for university students and recent graduates to gain practical work experience related to their academic programme or future work in a field related to UNHCR's mission.

#### 2. Duties and Responsibilities

1. Support implementation of UNHCR's policies and strategies relating to resettlement and complementary pathways for durable solutions in third countries, including family reunification, private sponsorship programmes and labour mobility;
2. Assist in identification and pre-screening of refugees with particular vulnerabilities requiring resettlement consideration, with support from other units of UNHCR Israel and partner organizations;
3. Assist in carrying out preliminary interviews and initial assessments to process refugees for resettlement in accordance with established systems and procedures;
4. Provide persons of concern with up-to-date and accurate information on their individual cases as well as on UNHCR's policies and procedures relating to resettlement;
5. Assist in researching and drafting reports relating to vulnerabilities of refugees, protection risks, living conditions, etc.;
6. Maintain regular working level contact with UNHCR partners and other organizations involved in refugee referrals for resettlement;
7. Assist in organizing meetings, workshops, assessment missions and other events that are led or facilitated by the resettlement team;

8. Prepare routine correspondence, documents, and reports, and regularly update relevant databases, case files, and statistics;
9. Undertake any other tasks assigned.

### **3. Qualifications required**

- Completion of at least two years of undergraduate studies in International Law, Political Science, International Relations, Social Work or related field;
- Either a recent graduate (completed studies in the past one year) or currently enrolled student in relevant undergraduate or graduate field of studies;
- Minimum 1 year of previous job or volunteer experience relevant to the function;
- Fluency in English and Hebrew; knowledge of Arabic or Tigrinya an asset;
- Excellent writing/drafting skills;
- Analytical and drafting skills: ability to conduct situation analysis, social analysis of risk factors, political and economic context and prepare quality reports;
- Planning and organizing skills: ability to establish priorities and to plan work assignments, respond to competing demands and work under pressure of frequent, multiple and tight deadlines;
- Inter-personal skills: ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Computer skills (MS Office and People Soft applications) and experience with data base management;
- Familiarity with or willingness to learn the proGres registration database (V4) and using it in line with UNHCR guidance on registration and case management in case of complementary pathways.

An individual whose immediate family member is employed by UNHCR in any capacity and under any type of contractual arrangements is not eligible for an internship with UNHCR.

### **4. Supervisory Arrangements**

- The intern will be supervised by the Resettlement Associate and will receive guidance from the Senior Protection Officer.

### **5. Allowance**

Interns will receive a monthly allowance to partially help to cover the cost of food, local transportation and living expenses.