

## **UNHCR Liaison Office to the European Asylum Support Office (EASO) - Valletta, Malta**

UNHCR, the UN Refugee Agency, is a global organisation dedicated to saving lives, protecting rights and building a better future for people forced to flee their homes because of conflict and persecution. We lead international action to protect refugees, forcibly displaced communities and stateless people. We deliver life-saving assistance, help safeguard fundamental human rights and develop solutions that ensure people have a safe place called home where they can build a better future. We also work to ensure that stateless people are granted a nationality. We work in over 130 countries, using our expertise to protect and care for millions.

The European Asylum Support Office (EASO) is a specialised European Union (EU) agency with a lead role in supporting the implementation of the internal and external dimensions of the Common European Asylum System (CEAS), supporting Member States (MS) under pressure, enhancing practical coordination on asylum matters and helping MS to fulfil their European and international obligations in the area of asylum/refugee protection.

UNHCR has a bilateral working arrangement with EASO implemented through expertise and information sharing, as well as advocacy work led by the UNHCR Representation for EU Affairs and a dedicated Liaison Office based in Valletta. **The UNHCR Liaison Office to EASO** seeks an intern to support its daily operations in a number of areas.

### **What we offer**

- This internship is full-time for a duration of three months (with possibility of extension), ideally between 1 June and 31 August 2021. **Note: This internship will start out as virtual, but candidates will be encouraged to relocate to Malta should the circumstances of the COVID-19 pandemic approve.**
- The intern will receive a Food and Local Transportation Allowance (FLTA), up to USD 1,000 per month, payable in local currency. The Food and Local Transportation Allowance is provided to non-sponsored interns only. In cases where a sponsored intern receives funding (less than the amount of allowance described above) from the sponsoring institution or another sponsor, UNHCR will pay the difference between this amount and the above allowance, if any.

### **Work responsibilities**

- Support research on a wide range of subjects related to refugee protection and asylum policy and practice relevant in the EU context, including international and European refugee and human rights law;
- Review and analyse relevant reports issued by EASO, including comparing where similar UNHCR documents exist, and to summarise and disseminate to concerned UNHCR colleagues;
- Summarize key highlights and disseminate EASO's Daily Press Bulletin;
- Provide statistical analysis of refugee and migration trends in Europe;

- Assist in the drafting of minutes of meetings, both with internal and external colleagues;
- Assist in the preparation of UNHCR meetings and events, and to attend conferences and meetings on topics of relevance to UNHCR as necessary, as well as support to follow-up action;
- Assist in the registration and reimbursement of UNHCR colleagues participating in EASO events;
- Collect weekly points for inclusion in the weekly Policy and Legal Support Unit (PLUS) staff meetings and follow-up on the final minutes;
- Support preparations for quarterly EASO MB meetings;
- Assist with other administrative and operational tasks that may arise.

### Requisite educational and administrative criteria

In order to be considered eligible for an internship, the following criteria must be fulfilled:

- The applicant must be a recent graduate (completed studies within one year) or current student in a graduate school programme from a university or higher education facility accredited by UNESCO, in a field relevant to the work of the Liaison Office (law, international, relations, political science, public policy, or other relevant field);
- Candidates who have immediate relatives working as UNHCR staff members are not eligible;
- The applicant must possess excellent research, analytical, judgement, drafting and organisational skills;
- The applicant must possess substantial knowledge of fundamental rights and international refugee law, and demonstrate interest in refugee protection;
- An understanding of the EU legal and institutional framework, EU policies, and the work of relevant EU Agencies is essential;
- The applicant must have excellent spoken and written English capabilities, and knowledge of another EU language is considered an asset.
- The applicant must possess good IT and information management skills;
- Flexibility and strong interpersonal and cross-cultural communication skills, discretion in handling sensitive and confidential information, the ability to prioritise work and deliver under pressure, and a proclivity for results-oriented and constructive thinking are essential.

### How to apply

Interested applicants should submit a (1) letter of motivation (maximum 1 page) and (2) CV in English to the UNHCR Liaison Office to EASO ([mtavalo@unhcr.org](mailto:mtavalo@unhcr.org)) with the subject *LO EASO Internship – SURNAME Name*. **Deadline for submission is Friday, 7 May 2021 at 11:59 PM** (Malta/Central European Time). Applicants should clearly state in their cover letter their availability and their awareness of the conditions of eligibility criteria set out in the vacancy notice. Only shortlisted candidates will be contacted for an interview. For more information, please visit UNHCR's website ([www.unhcr.org](http://www.unhcr.org)).

***UNHCR has a zero tolerance policy against Sexual Exploitation and Abuse (SEA), an unacceptable behaviour and prohibited conduct for UNHCR personnel.***