# Terms of Reference

Ref. No. INTERN/004/2021-Intern

Protection Legal Unit, UNHCR Representation in Serbia

UNHCR, the UN Refugee Agency, is offering a full-time internship within the UNHCR Representative Office in Belgrade, Serbia.

The internship will be within **Protection Legal Unit** of UNHCR Representation in Serbia.

This exciting internship is a unique opportunity to gain experience in protection legal response as well as experience in working within the UN system.

UNHCR is a global organisation dedicated to saving lives, protecting rights and building a better future for refugees, forcibly displaced communities and stateless people. Every year, millions of men, women and children are forced to flee their homes to escape conflict and persecution. We are in over 130 countries, using our expertise to protect and care for millions.

**Title**: Intern

**Duty Station**: Belgrade, Serbia

**Duration**: 3 months

**Contract** **Type**: Internship

**Closing** **date**: 03 September 2021

**Start** **date**: ASAP

## Organisational context

UNHCR, the UN Refugee Agency is a global organization mandated by the UN General Assembly, dedicated to protection and finding solutions for refugees, forcibly displaced and stateless persons.

UNHCR actively promotes a protection-sensitive approach to mixed movements in the WB countries which will strengthen and enable national asylum systems to better respond to the rights and needs of refugees and asylum-seekers, especially in situations of mixed population flows.

Serbia hosts almost 26,000refugees and 197,000internally displaced persons, and some 2,140persons at risk of statelessness. Persons in need of international protection amongst newly arriving third country nationals (according to UNHCR statistics over 22,350in Jan–Oct 2020) are supported in requesting and being granted asylum and in local integration. Most displaced from the region have found solutions, while cases and threat of statelessness have been reduced.

UNHCR Representation in Serbia with partners support the Government in strengthening the national asylum system to secure institutional protection and provide sustainable solutions, while ensuring early inclusion and meaningful participation of refugees and asylum seekers.

It places special attention to persons with specific needs especially unaccompanied and separated children, survivors of GBV, etc. UNHCR also works on reduction and prevention of statelessness, as well as advocating for effective access of internally displaced persons to durable solutions.

## The position

We are seeking a dynamic and proactive team player, with a strong interest in not-for-profit brand and refugee issues, to complete a three-month internship within UNHCR’s Protection/Legal team.

The incumbent will work under the supervision of the Assistant Protection Officer and will play a part in achieving UNHCR’s strategic ambition: contributing to the protection of people forced to flee.

## Duties and responsibilities

* Research and compile relevant information on different protection/ legal issues
* Draft and consolidate various documents (reports, summaries, meeting notes, etc.),
* Assist in preparation of meetings with the authorities, partner, etc.
* Support PLU in implementing various capacity building activities/ trainings
* Monitor relevant developments of the law and policy at the EU level, various projects and good practices relevant for UNHCR Mandate, especially focusing especially on categories with specific needs,
* Provide any other required support to PLU, including admin support
* Provide occasional support to other units when necessary

## Essential minimum qualifications and professional experience required

The ideal candidate will:

* Be a recent graduate 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 (Law) to the work of the Organization
* Have excellent communication skills with strong interpersonal and negotiation skills.
* Be fluent in English, with strong writing and editing skills.
* Have good experience using the Microsoft Office suite (Outlook, Word, Excel, and PowerPoint).
* Demonstrate a genuine desire to learn and develop.
* Be highly organised and have good attention to detail.
* Be able to multi-task and to prioritise workload.
* Be a flexible team-player
* Be available to work online full time for a period of internship

## Conditions

The internship is for three months and the start date is in September 2021. It is a full-time role with working hours starting from 8.00a.m. to 4.30p.m. Monday to Thursday, 8.00a.m. to 3.30p.m. on Fridays (39 hours per week). Please note that the terms of internship are defined by UNHCR latest regulation on internships.

Depending on the circumstances, there is a possibility the successful candidate will perform duties remotely and/or from home.

Obtaining and renewing current visas and residence permits including all associated costs, are the responsibility of the intern.

Please note that the terms of internship, as defined by UNHCR practice, include the payment of a Food and Local Transportation Allowance (FLTA). In case the intern is sponsored by another source during the internship this will be deducted from the FLTA.

The written test might be included in selection process.

## To apply

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.

To apply, please send **a motivation letter** and **up to date UNHCR Personal History Form** to [srbbehr@unhcr.org](mailto:srbbehr@unhcr.org) by midnight 03 September 2021 (CEST, Central European Summer Time).

**Please quote the Ref. No. in your application**

Belated applications will not be accepted.