

## TERMS OF REFERENCE FOR INTERNSHIP

Organizational Unit: Protection and Solutions Unit, UNHCR Washington Regional Office

Location: Washington, D.C., USA

### Background

The United Nations High Commissioner for Refugees (UNHCR) Washington Regional Office seeks a Legal Intern to assist staff in its Protection and Solutions Unit (PSU). For a description of UNHCR's work, please see <http://www.unhcr.org>.

PSU serves asylum-seekers, refugees, and stateless persons in the territory of the United States (U.S.), promoting protection in law and policy, as well as resettlement and local integration. The unit informs government officials, attorneys, and NGOs about international standards of refugee protection and protection for stateless persons. Staff regularly meets with partners to discuss U.S.-specific refugee protection and stateless matters, provides comments on proposed legislation and regulations, submits *amicus* briefs on select issues, monitors U.S. government compliance with international standards, and conducts training and public presentations to a range of audiences. PSU also monitors detention conditions of asylum-seekers and stateless persons and works in support of the development and use of alternatives to detention. Additionally, PSU provides information on the laws, policies, and procedures for seeking asylum and related protection in the United States to asylum-seekers, NGOs, attorneys, and others assisting asylum-seekers. Throughout all of these endeavors, UNHCR maintains close communication with government partners at the U.S. Department of Homeland Security, the Department of Justice, and other agencies to ensure that our cooperative relationship is maintained.

### Accountability (key results that will be achieved)

- Gain unique knowledge about the U.S. asylum system and the role of UNHCR in the U.S. and globally.
- Support UNHCR staff with relevant projects to help ensure the protection of asylum-seekers, refugees, and stateless persons in the U.S.

### Responsibility (process and functions undertaken to achieve results)

- Provide information on the U.S. asylum process and UNHCR's role to asylum seekers and/or their attorneys;
- Monitor and analyze proposed legislation and regulations affecting refugees, asylum-seekers and stateless individuals;
- Draft internal memoranda on U.S. policy and practice and compliance with international refugee and human rights law;
- Assist with preparations for UNHCR monitoring missions;
- Attend and report on conferences, seminars and Congressional hearings addressing refugee and asylum issues;
- Assist with preparations for training activities in the U.S. and Caribbean;
- Assist in the preparation of *amicus* briefs before the Board of Immigration Appeals, U.S. Circuit Courts of Appeals, and the U.S. Supreme Court (as needed);
- Undertake other assignments as needed.

**Authority (decisions made in executing responsibilities and to achieve results)**

- Effectively manage time and priorities to meet all of the above responsibilities.
- Identify goals to work toward over the course of the internship.

**Eligibility:**

- Must be a 2L, 3/4L or LL.M. student.
- Excellent oral & written communication skills. Strong legal analysis skills.
- Understanding of U.S. immigration and asylum law.
- Coursework in U.S. immigration law, refugee law, or international human rights law or equivalent experience in U.S. asylum or international human rights practice (preferred).
- Ability to multi-task and prioritize with minimal supervision. Attention to detail required.
- Fluency in English required; fluency in French or Spanish (preferred).

**Terms of internship:**

- UNHCR offers full time Internships and Interns are responsible for their legal stay in the United States, health insurance, housing, and any other related documentation.
- There may be a small contribution for food and transport for those with no fellowship or institutional sponsorship.
- There is no expectation of employment at the end of the internship.

**Application details:**

- Send a curriculum vitae (resume) and writing sample to [usawaint@unhcr.org](mailto:usawaint@unhcr.org)
- Electronic copies of this notice may be found at <http://www.unhcr.org/en-us/us-internships.html>