



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

Internship position with UNHCR (The United Nations Refugee Agency)

The Office of the United Nations High Commissioner for Refugees (UNHCR) was established on December 14, 1950 by the United Nations General Assembly. The agency is mandated to lead and coordinate international action to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and wellbeing of refugees.

UNHCR's National Office in Ireland invites applications for a full-time internship position with the External Relations Unit.

The successful candidate will have the opportunity to learn about UNHCR's work and mandate at the international level, in the EU and in Ireland. The successful candidate will also receive on-the-job training and complete self-study modules.

Description of Internship in the External Relations Unit

Main function: Providing support to the External Relations Unit

Period: From 30 January 2012 to 30 June 2012

Duration: Six months; Monday to Friday (9.00 – 5.30) full time

Location: Dublin, Ireland

Remuneration: The internship is unpaid. A small allowance is payable for travel expenses.

Key duties and responsibilities:

- Provide support to the daily running of the office and in particular the External Relations Unit
- Develop and maintain content for UNHCR Ireland's website and social media channels
- Assist with development and running of external relations events
- Monitor Irish media reporting of refugee and asylum matters and assist in the preparation of material for the media
- Administrative tasks (filing, taking minutes....)
- Others as agreed

Knowledge, experience, skills relevant for position:

- General computer skills (Word, Excel, PowerPoint)
- Strong web updating and social media skills
- Strong verbal communication and writing skills in English
- Experience and interest in organising and running events
- Analytical and drafting skills
- Good intercultural communication skills
- Ability to work as part of a team
- Knowledge of Irish society and political climate

Graduates with a background in media, communications, pr, advocacy, human rights, politics, international relations, development studies or other relevant disciplines are encouraged to apply.

Deadline for applications for Internship in the External Relations Unit: Friday 20 January 2012

NOTE: Interviews for this position will take place w/c 23 January 2012. The position begins on 30 January 2012.

To apply

Interested candidates should send a current CV and covering letter by email to the following address: hadjami@unhcr.org

The subject line of the email should read: Application for External Relations Internship/ followed by your initials. Example: Application for External Relations Internship/AB.

Applicants should clearly state all of the following in their covering letter:

- their availability to commence the internship on the start date indicated;
- their awareness of the conditions of the internship as set out in the internship position notice; and,
- their entitlement to reside in Ireland.