Terms of Reference

Internship

Livelihood (NEXUS-HDP)

UNHCR, the UN Refugee Agency, is offering a full-time internship with the Livelihoods Division at **UNHCR** sub-office in Bertoua.

Established in December 1950, UNHCR is a global organization dedicated to saving lives, protecting rights and building a better future for asylum seekers, refugees, returnees, internally displaced communities and stateless people. Every year, millions of men, women and children are forced to flee their homes to escape conflict and persecution. UNHCR currently operates in over 130 countries, using its long expertise to protect and care for millions.

**Title**: Nexus Humanitarian Development and Peace Intern

**Duty Station**: Bertoua

**Duration**: 6 months

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

**Closing** **date for application**: **TBC**

**Earliest Hire Date**:  **July 2024**

**Target End date: January 2024**

Organizational context

The United Nations High Commissioner for Refugees (UNHCR) in Cameroon is at the forefront of addressing the complex challenges arising from forced displacement and humanitarian crises. Cameroon hosts a significant refugee population, and UNHCR plays a pivotal role in providing protection, assistance, and finding durable solutions for those affected.

In alignment with its commitment to fostering comprehensive and sustainable interventions, UNHCR collaborates with various partners, including NGOs, to implement programs that address not only the immediate needs of displaced populations but also contribute to the long-term development and peacebuilding of affected regions.

The Nexus internship position offers a unique opportunity to engage directly with the intersection of humanitarian development and peacebuilding efforts in the East Region of Cameroon. The intern will be based within the dynamic environment of the Nexus program, a collaborative initiative that brings together diverse stakeholders, including UNHCR, to create synergies and integrated solutions for the multifaceted challenges faced by communities.

Through this Internship:

* Hands-on Experience: Interns will gain practical, hands-on experience in the design, implementation, and monitoring of projects addressing both immediate humanitarian needs and long-term development goals.
* Inclusive Approach: The internship provides exposure to inclusive programming, emphasizing the importance of understanding and incorporating the perspectives of diverse communities, including refugees and host populations.
* Networking Opportunities**:** Interns will have the chance to build valuable professional networks by working closely with UNHCR experts, local NGOs, governmental bodies, and other stakeholders engaged in humanitarian and development activities.
* Skill Development: The internship offers a platform for honing research, analytical, and project management skills, preparing interns for future roles in the humanitarian and development sectors.
* Contribution to Sustainable Solutions**:** By participating in the Nexus program, interns directly contribute to initiatives that seek sustainable solutions for the challenges faced by communities, fostering resilience and positive change.
* Cross-Cultural Experience: The East Region of Cameroon is culturally diverse, providing interns with a rich cross-cultural experience and an opportunity to develop intercultural communication skills.

The position

We are seeking a motivated and passionate individual to join our team as a Nexus Humanitarian Development and Peace Intern. The intern will play a vital role in supporting our programs that aim to foster inclusion, resilience, and sustainable solutions for refugees and host communities in the East Region. The intern will be under the supervision of the Livelihoods division but will also work closely with the Protection and Program divisions.

Duties and responsibilities

1. **Research and Analysis:**
   * Assist research on the socio-economic and humanitarian landscape in the East Region.
   * Support data analysis to identify key challenges and opportunities for development and inclusion.
2. **Documentation and Reporting:**
   * Compile and maintain accurate records of project activities implemented by UNHCR and humanitarian and development actors in the region.
   * Prepare reports detailing the impact of interventions on community development and peace.
3. **Coordination:**
   * Collaborate with internal teams and external partners to ensure a holistic and integrated approach to development and peace initiatives.
   * Assist the livelihoods division and program division in organizing livelihoods and refugee response coordination meetings.
   * Participate in meetings with partners and take meeting minutes.
   * Collaborate with internal teams to develop new partnerships for the inclusion of refugees in national systems.
4. **Program Support:**
   * Assist in the design, implementation, and monitoring of humanitarian development and peace initiative and projects.
   * Work closely with program teams to ensure inclusivity and sensitivity to the needs of diverse communities.
   * Assist the livelihoods division in updating the database of beneficiaries from livelihood interventions.
5. **Community Engagement:**
   * Facilitate community engagement activities to gather insights and feedback from the people we serve.
   * Support initiatives that empower marginalized groups and promote social cohesion.
6. **Capacity Building:**
   * Contribute to the development and delivery of training programs focused on sustainable solutions and peacebuilding.
   * Assist in building the capacity of local partners and stakeholders.

Minimum qualifications required.

To be considered for an internship, candidates must meet the following eligibility criteria:

* Be either a recent graduate (having completed their studies within two years of applying) or a current student in a graduate/undergraduate school programme from a university or higher education facility accredited by [IAU/UNESCO](https://whed.net/home.php); and
* Have completed at **least two years of undergraduate studies** in a field relevant or of interest to the work of UNHCR.

**NOTE:** An individual whose father, mother, son, daughter, brother or sister is a staff member of UNHCR, including a Temporary Appointment holder or a member of the Affiliate Workforce, is not eligible for an internship.

Desirable qualifications and skills

* Fluency in French and English is desirable.
* Strong passion for sustainable development, humanitarian work and inclusion.
* Excellent research and analytical skills.
* Computer literacy
* Effective communication and interpersonal skills.
* Ability to work in a multicultural and diverse team environment.

Conditions

It is a full -time role with working hours starting from 08:30 to 17:30 Monday to Friday (40 hours per week). The successful candidate will be assigned to support the team in the Bertoua sub-office.

**Allowance:** Interns who do not receive financial support from an outside party will receive an allowance to partially help to cover the cost of food, local transportation and living expenses.

How to apply

Interested applicants should submit their application through [www.unhcr.org/careers.html](http://www.unhcr.org/careers.html) click on vacancies and search for **JR TBC\_\_\_\_\_**.

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, color, sex, national origin, age, religion, disability, sexual orientation and gender identity.

UNHCR does not charge a fee at any stage of its recruitment process (application, interview, meeting, travelling, processing or training.

We welcome applications from candidates with a refugee or stateless background.