Terms of Reference

Internship

External Relations

UNHCR, the UN Refugee Agency, is offering a full-time internship under the External Relations Unit at UNHCR Mexico City, Mexico.

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**: External Relations Intern

**Duty Station**: Mexico City, Mexico

**Duration**: 6 months (with the possibility of extension up to 8 months)

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

**Closing** **date for application**: TBC upon advertisement

**Earliest Hire Date**: July 2024

**Target End date:**  January 2025

Organizational context

The United Nations High Commissioner for Refugees (the UN Refugee Agency, also known as UNHCR) is an intergovernmental organization with a mandate to protect refugees and stateless persons worldwide. Since 1950, the agency has helped tens of millions of people restart their lives. Today, a staff of more than 15,000 people in 130 countries continues to help and protect millions of refugees, returnees, internally displaced and stateless people. UNHCR provides lifesaving assistance, protection, shelter, food, clean water, education and medical care to some of the world’s most vulnerable. UNHCR also provides assistance to refugees who want to return home when it is safe to do so and helps integrate refugees within their local host country or resettle to a third country when returning home is no longer an option. Non-governmental organization (NGO) partners work with UNHCR around the globe to assist and protect refugees and internally displaced people.

The Country Office in Mexico City acts as the UNHCR representative in relations with the Mexican Government, media and those involved in framing policy on refugee and asylum issues. The External Engagement Unit within UNHCR Mexico’s Country Office provides strategic support to senior management in its engagement before Mexican government officials (at the Federal and local level), members of the diplomatic community and donor governments, the United Nations Country Team and their staffers, as well as other UNHCR offices in the region and in Geneva. The External Engagement Unit informs them about refugee crises that impact Mexico and the region, as well as UNHCR’s global role, capabilities, funding, programs and impact. It also serves as a bridge to sensitize, educate and inform media outlets, advocacy institutions, academia, think tanks, civil society organizations and the general public about our roles and responsibilities towards those forced to flee their homes in search of international protection.

The position

As part of the External Engagement Unit under the Executive Office of UNHCR Mexico, the External Relations Intern will gain unique knowledge about UNHCR’s mandate, role, programs, and impact, local and regional policies and political developments affecting UNHCR’s operations in Mexico and the region, as well as funding. As such, his / her role will help strengthen and broaden UNHCR's engagement with donor counterparts, with the UN Country Team, government counterparts, academic bodies and think tanks, and the general public.

Duties and responsibilities

Under the direct supervision of the Interagency Coordination Officer and the overall direction of the External Engagement Unit, the intern will undertake the following tasks:

* Assist in the communications with donors and embassies and provide accurate information by preparing regular briefings, bilateral meetings and missions.
* Monitor political activities regarding refugees, asylum seekers, and overseas humanitarian assistance;
* Support in the area of inter-agency coordination, preparing meetings and compiling minutes as necessary.
* Preparing communication strategies, initiatives and tools in support of the Public Information team.
* Assist in the management of information flows with other UNHCR countries by identifying priority matters, analysing and disseminating documentation and information to support other corporate communication processes and priorities.
* Support the drafting of reports of different nature, briefing notes, background material, talking points, fact sheets, press releases and articles.
* Assist in planning and organizing briefings, exhibitions, training seminars, conferences, meetings, social events and other activities to promote a better understanding of UNHCR’s activities and accomplishments by the general public and/or organized groups.
* Contribute to the organization and update of different external stakeholder databases.
* Assist in the publication of external communication products such as the newsletter (collecting information, writing & editing);
* Support internal communication efforts between the field and the office in Mexico City in relation to inter-agency work;
* Support the team in the production of reports for donor agencies as required.
* Perform other related duties as required.

Minimum qualifications required

In order 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

* First Required Language is English at B2 level, though Spanish is the working language for this position.
* Area of education/degree in: Graduates with a background in media, journalism, communications, PR, advocacy, human rights, politics, international relations, development studies or other relevant disciplines are encouraged to apply.
* Drafting of official documents and / or communications in English, and the elaboration of meeting notes, memos, Talking Points and other as required.
* Proficiency in Office tools (PowerPoint, Microsoft Word, Excel). Experience in basic graphic design is an asset.
* Excellent interpersonal communication;
* Experience in teamwork: ability to work independently across functions and with different colleagues within a team, prioritising clear communication lines;
* Strong research, analytical, writing, and editing skills in English and Spanish
* Proficiency in Office tools (PowerPoint, Microsoft Word, Excel). Experience in basic graphic design is an asset, though not mandatory.
* Demonstrated commitment or strong interest in international relations, refugee affairs, and humanitarian response;
* Strong planning and organisational skills

Conditions

It is a full-time role with working hours starting from 8:30am to 5:00pm Monday to Thursday and 9:00am to 2:30pm on Friday (35 hours per week). The successful candidate will be assigned to support the team in**External Engagement Unit under the Executive Office of UNHCR Mexico.**

**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.

Mexico City (also known as CDMX) is the capital of the United States of Mexico. It is category A, family duty station and has a high-level infrastructure:

* Health: Mexico City has a highly ranked medical infrastructure with many internationally acclaimed hospitals.
* Education: There is plenty of Govt and private schools. Most of the private schools are bilingual (English-Spanish), and there are US, British, German, Japanese and French schools.
* Housing: Apartments can be rented both furnished and unfurnished, and services of real estate agents are widely available. All international staff members must present their residential places for UN security inspection BEFORE signing lease contract. There is a large seismic area in Mexico City which is restricted for selection of residences by UN staff.
* Weather and earthquakes: Mexico City has a pleasant climate, yet there are frequent weather changes. Heavy rains sometimes cause flooding in some colonies. Mexico City is situated in one of the most active seismic regions in the world, interlocked inside the area known as the Circum-Pacific Seismic Belt, the area with the highest seismic activity in the planet. Earthquakes are frequent and sometimes cause major damage to the urban infrastructure
* Currency and exchange: Mexican Peso. Dollars, Euros and traveler's checks can be exchanged at a currency Exchange office.
* Communications: Internet is available everywhere, but in houses and offices, a contract has to be made in order to access to this service.
* Transportation: There are public buses, subway, and if taxis are to be taken, it is recommended to take "taxis de sitio". Uber is also available.

Mexico City belongs to Security Risk Management area 01, Capital with the current General Threat Level 02, LOW. There are no known direct threats to UNHCR, yet UNHCR personnel may be affected by crime. Mexico City has high rates of crime, among them: robbery to passers-by with or without violence, vehicle theft; burglary and business robbery, telephone extortions, frauds, kidnapping and homicides. Also, gender violence is high. The UNHCR personnel must remain security aware at all times, apply personal security measures and avoid movement after darkness. There is no curfew in Mexico City, yet the incidence at night hours is high. Night movement is not restricted if in authorized taxi, yet, not recommended and must be exercised with maximum caution. UNHCR personnel should avoid areas of civil unrest.

How 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.

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.