Terms of Reference

Internship

Protection Service

UNHCR, the UN Refugee Agency, is offering a full-time internship with the **Protection** Service under the Division of Protection at **UNHCR** ***Amman***.

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**: Gender Based Violence and Child Protection (The Protection unit) Intern

**Duty Station**: Amman

**Duration**: 6 months

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

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

**Earliest Hire Date**: July 2024

**Target End date: January 2025**

Organizational context

Jordan has a strong tradition of generosity towards refugees, from neighboring countries and beyond and is currently hosting 748,000 refugees. The large majority refugees are Syrians, followed by Iraqi, Yemenis, Sudanese, Somali, and other nationalities; 80 percent live outside refugee camps in urban areas. Since the onset of the Syria crisis, the pressure on Jordan’s resources and infrastructure has been mounting; this has the potential to undermine the harmonious coexistence between refugees and hosting communities. While Jordan is not a signatory to the 1951 Refugee Convention, an MoU covers cooperation between UNHCR and the Government of Jordan on refugee and asylum-seeker issues.

Key priority areas for the country programme refugee response in Jordan focus on protection, cash assistance, livelihoods, health care, camp management and community mobilization, with an emphasis on vulnerability-based targeting. UNHCR’s multipurpose cash assistance strategy is a key component of the comprehensive protection response for those living in urban areas, many of whom do have access to basic services such as health, education, water and sanitation. In the camps of Zaatari and Azraq, UNHCR also leads a range of activities and services, including camp coordination, protection and outreach, community services, livelihoods, shelter and energy.

The Protection unit in Amman consists of four units including education, Community Based Protection, Gender Based Violence and Child Protection Units.

The main activities of the Gender Based Violence unit where the Intern will be placed are:

* Prevention response (Community based prevention activity).
* Response (Case management, empowerment, cash for GBV & Amaali application).
* Capacity building (Technical support).
* Coordination (in terms of GBVIMS and the sub working group).

The position

To provide support GBV units based in Amman for tasks related to filtering petitions, follow up on cases, supporting in drafting the unit reports and documentation.

Monitoring the entry progress in the activity-info. As well as extract the need data/information.

Support the GBV sub working group and follow up on the data entry. In addition to support on mainstreaming of GBV issues among the POCs communities.

Duties and responsibilities

* Collating, consolidating, and drafting various documents (reports, concept notes, Minutes of meeting etc)
* Drafting and updating the unit documentation such as SOPs
* Drafting and updating the data protection impact assessment for the operational protection systems
* Updating the protection 4Ws and prepare power point presentation out of it.
* Support the filtering of JORAM Info mailbox and consult with unit focal point for confirmation.
* Follow up on WFP cases.
* monitor and follow up on the activity-info FO’s entry, extract the required statistics.
* follow up with the partners on updating the GBV referral pathway.
* Support the GBV sub working group and follow up on the data entry. In addition to support on mainstreaming of GBV issues among the POCs communities.
* Assist in the organization of events, meetings, and trainings.
* Assisting in the preparation of briefing notes and presentations when required.
* Any other tasks as needed.

**Competencies**

* Excellent organizational, time management and strong interpersonal skills.
* Ability to multi-task, to work flexibly and meet tight deadlines.
* Attention to details and proven ability to work independently and effectively with minimum supervision.
* Networking skills to engage with key internal and external partners.
* Knowledge of UNHCR mandate.
* Computer proficiency: MS Office
* Eligibility and skills

**Education:**

Students and graduated candidates with social studies, humanitarian studies, psychology, information management or other related background are eligible to apply. High preferences for candidates with voluntary work experience.

**Language:**

Fluency in written and spoken English languages, Arabic is desirable, if available.

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
* Arabic is desirable, if available.

Conditions

It is a full/part-time role with working hours starting from 9.00am to 5:00pm Sunday to Thursday (40 hours per week). The successful candidate will be assigned to support the team in **location, Amman, Jordan.**

**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

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.