Terms of Reference

Internship

Child Protection Unit, Protection Service

UNHCR, the UN Refugee Agency, is offering a full-time internship with the Administrationof the Protection Service at **UNHCR *Field Office of Ferkessedougou, Cote d’Ivoire***.

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**: Child Protection Intern

**Duty Station**: Ferkessedougou

**Duration**: 06 months

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

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

**Earliest Hire Date**: July 2024

**Target End date: January 2025**

Organizational context

Its main aim is to safeguard the rights and well-being of refugees, it ensures that everyone can exercise the right to seek asylum and to find refuge in another State, with the possibility of returning home voluntarily, integrate locally or resettle in a third country.

UNHCR Côte d'Ivoire focuses its mandate on the protection of refugees as well as the prevention and reduction of statelessness (more than 930,000 stateless people or a risk of statelessness are estimated in Côte d'Ivoire).

Since 2021, UNHCR has been working closely with the Government of Côte d'Ivoire as well as other development stakeholders to respond to the influx of refugees from Burkina Faso, numbering 22 808. as of August 9, 2023. This response aims to take into consideration both the needs of displaced communities and the resilience of host populations. Among the refugees, 55% are women and 57% are children, of whom 48% have at least one specific need.

Thus, the operation deems relevant to accommodate clerical support to increase on the one hand assistance to our displaced people and on the other build capacity of the interns who are participating in this programme.

The position

The Administrative Intern will provide administrative assistance to the immediate supervisor and/or Head of the Office, and/or to the Unit as a whole to ensure that routine services and activities within the administrative domain are properly implemented. As per specific instructions, the incumbent may require liaising with other internal or external entities, to ensure effective delivery of services and achievement of objectives. The assignments are mostly standard tasks including limited interpretation of subject matter and information exchange between staff in the office, at the duty station and external officials of other institutions to ensure mutual understanding. The incumbent’s workload and the assignments will remain under constant guidance and direction of the supervisor.

The Administrative Intern is a position within an office that requires basic knowledge of administrative rules, procedures as well as operational standards of a UNHCR office. The nature of certain administrative/personnel functions require discretion and confidentiality.

Duties and responsibilities

* *Needs identification, Strategy and Advocacy*
* Contribute to assessing child protection issues through multi-sectoral and protection specific assessments.
* Assist with facilitation of consultation with children, youth and communities to inform child protection strategy and programme activities.
* Contribute to the implementation of child protection strategy and planning.
* Ensure compliance with UNHCR’s child protection policy, priorities and commitments, as well as other aligned policies on age, gender, diversity (AGD) and accountability to affected populations (AAP), GBV, gender equality, disability and youth empowerment.
* Assist with consultation with children, youth and communities and provide information on appropriate and meaningful approaches for their effective participation and programmatic responses on child protection issues.
* Provide input to Protection Unit to inform advocacy to address key child protection concerns.
* *Programme planning and implementation*
* Assist with engaging children, youth and communities in the implementation of child protection activities, provide information to children, youth and communities about child protection services and monitor and report on needs and issues to inform the Operations Response.
* Contribute to conducting Best Interest Procedures for individual children at heightened risks and draft Best Interests Determination report, when required.
* Implement child protection SOPS.
* Store and update child's case file in UNHCR data bases in accordance with UNHCR standards under supervision
* Monitor and support appropriate care arrangements for unaccompanied and separated children and referral of children to ICRC or other relevant partners for establishment of family linkages.
* Regularly report on emerging protection issues and concerns voiced by children, youth and communities and assist in drafting reports, compiling and preparing data for the protection unit/section.
* *Partnership, coordination and capacity building*
* Assist the Child Protection interagency coordination and information management activities as needed.
* Provide technical support to child protection partners.
* Support in implementing learning activities for UNHCR and partners staff and communities.
* 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

* Required Language is English at B2 level
* Full working proficiency in French is preferred.

Conditions

It is a full-time role with working hours starting from 8.30am to 5:30pm Monday to Thursday and Friday from 8:00am to 1:30pm (37.50 hours per week). The successful candidate will be assigned to support the team in ***location***.

**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 \_\_\_\_\_\_**.

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.