**TERMS OF REFERENCE FOR INTERNSHIP**

**Title: Protection Intern (Resettlement and Complementary Pathways)**

**Organizational Unit: Protection**

**Duty station: Accra, Ghana**

**Contract Type: Internship**

**Duration:** 6 months

**Expected start date:** July 2024

**Background information/Organizational Context**

UNHCR is a global organisation dedicated to saving lives, protecting rights, and building a better future for refugees, forcibly displaced communities, and stateless people. Every year, millions of men, women, and children are forced to flee their homes to escape conflict and persecution. Ghana currently hosts over 15, 000 refugee and asylum seeker population (**including protracted and recently arrived case load**) both in and out of camps. UNHCR office in Ghana works in collaboration with the Ghana Refugee Board and its partners to provide protection and assistance to the persons we serve.

Under the supervision of the Assistant Protection Officer and in line with UNHCR standards, policies and operating procedures, the intern will work at the Protection and Durable Solutions unit and will play a part in achieving UNHCR’s strategic ambition: contributing to the protection of people forced to flee. The intern may occasionally be required to travel to the field. As an intern you will have an opportunity to understand the overall asylum system in Ghana which is a progressive one. Have an opportunity to interact with various population groups from different background and their Refugee claims. Given the new arrivals in the northern part of Ghana have an opportunity to learn and contribute to our response to the situation in the northern regions which UNHCR Ghana was recently given the protection space.

**Duties and Responsibilities**

* Assist the Resettlement and Complementary Pathway Associate in conducting resettlement interviews and preparing resettlement registration forms.
* Liaise with Partners and staff to identify resettlement cases for referral to the resettlement unit.
* Facilitate voluntary repatriation cases for refugees seek to return to their country of origin.
* Support with protection interviews and counselling services for the urban refugee population and draft assessments for referrals and assistance.
* Update refugee records in progress on all services received from UNHCR and partners particularly for urban refugee population.
* Provide guidance and assist new arrivals with their Refugee Status Determination by working in close contact with the Government.
* Serve as a liaison between UNHCR and its Urban partner responsible for the management of a Community Centre to support the planning and implementation of activities at the centre**.**
* Perform administrative and programmatic functions in general protection related activities include trainings, activity reporting, event organization etc.
* Perform any other function was directed by supervisor.

**Minimum qualifications required**

**The candidate must hold a first degree or Masters in one of the following areas.**

* Human Right Studies, International law, LLB or LLM, Social Work
* Computer proficiency, including familiarity with Microsoft products Outlook, SharePoint and Teams
* Excellent spoken and written English (French will be an advantage)
* Demonstrate a genuine desire to learn and develop

**Eligibility**

In order to be considered for an internship, candidates must meet the following eligibility criteria:

* Recent graduate (those persons who completed their studies within one year of applying) or current student in a graduate/undergraduate school programme from a university or higher education facility accredited by UNESCO; and
* Have completed at least two years of undergraduate studies in a field relevant or of interest to the work of the Organization.

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

**Allowance**

Interns will receive an allowance to partially help to cover the cost of food, local transportation and living expenses.

**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.