Terms of Reference

Internship

External Engagement Unit

UNHCR, the UN Refugee Agency, is offering a full-time internship within the **External Engagement section** at **UNHCR Regional Bureau for West and Central Africa**.

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 Engagement Intern

**Duty Station**: Dakar, Senegal

**Duration**: Six months

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

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

**Earliest Hire Date**: July 2024

**Target End date:** January 2025

Organizational context

The Regional Bureau for West and Central Africa located in Dakar covers 21 countries with UNHCR presence in 11 countries operations. This includes Burkina Faso, the multicountry office of Cameroon (Cameroon, Gabon, Equatorial Guinea, Sao Tome & Principe), Central African Republic, Chad, Cote d'Ivoire, Ghana, Liberia, Mali, Niger, Nigeria and the multicountry office of Senegal (Benin, Cape Verde, the Gambia, Guinea, Guinea-Bissau, Senegal, Sierra Leone, Togo).

The region hosts to some 13.4 million refugees, IDPs and stateless. Burkina Faso, Cameroon, the Central African Republic, Chad, Mali, Nigeria, and Niger continue to host the majority of this population many of whom were forced to flee from armed conflicts, intercommunal clashes, persecution, and other serious human rights abuses.

The External Engagement section within the Regional Bureau for West and Central Africa is responsible for resource mobilization, communication and Inter-Agency coordination and reporting in the West and Central Africa region.

The position

The External Engagement intern will work closely with functional leads across the entire External Engagement section under the leadership of the Head of Section and under the direct supervision of the Senior Communications Associate.

The incumbent will support the functional areas of responsibility as required to help achieve the section’s objective of ensuring **resources for UNHCR’s response are mobilized in line with identified needs, response priorities are appropriately communicated and engagement in strategic partnerships and interagency processes is effective and efficient.**

**This could include: [give some examples]**

We are looking for a dynamic, independent, and engaged person who has some experience with fundraising or communication and is eager to apply these skills and learn more in a humanitarian context.

Duties and responsibilities

* Support the Senior Communication Associate in planning and coordination across the section.
* Support day-to-day activities of the staff in the section (reporting, communications, interagency, donor relations).
* Assist in the administrative activities of the section (organizing meetings, missions, events).
* Draft inputs for internal and external documents (minutes, reports, ToRs).
* Liaise with country operations and focal points within the Regional Bureau to collect information needed for external documents.
* Assist in drafting and reviewing situation reports, briefing notes, background materials, talking points, fact sheets, press releases and stories.
* Support in the review of emergency updates for external publication
* Propose initiatives to promote the work of UNHCR and take action as appropriate (support the dissemination of reports, updates, communications materials and contents,).
* Support for donor engagement initiatives such as briefings and updates.
* Implement activities related to the External Engagement strategy and action plan.
* 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.
* First Required Language is English at B2 level.
* Strong writing skills in English.

**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

* Knowledge of refugee issues in the West and Central Africa region, including the political context, is desirable.
* Strong communications skills
* French is an asset

Conditions

It is a full-time role with working hours starting from 8.00am to 5:00pm Monday to Friday (40 hours per week). The successful candidate will be assigned to support the team in ***Dakar, Senegal***.

**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.