

Terms of Reference

Ref. No. UNHCR/INTERN/001/2022

Internship

External Relations Unit – UNHCR Representation in Serbia

UNHCR, the UN Refugee Agency, is offering a full-time internship within the **UNHCR Representative Office** in Belgrade, Serbia.

The internship will be within **External Relations Unit (ERU)** of UNHCR Representation in Serbia. This exciting internship is a unique opportunity to gain experience in not-for-profit branding and external relations as well as experience working within the UN system.

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. We are in over 130 countries, using our expertise to protect and care for millions.

Title: Intern

Duty Station: Belgrade, Serbia

Duration: 3 months initially

Contract Type: Internship

Closing date: 04 April 2022

Start date: ASAP

Organisational context

External Relations Unit (ERU) of UNHCR Representative Office in Serbia supports the efforts of UNHCR in providing protection and ensuring durable solutions for refugees, asylum seekers, internally displaced persons and persons at the risk of statelessness. Through the result-oriented communication activities ERU promotes the postulates of international protection, promotes positive examples of local inclusion and integration, and debunks fake news and counters xenophobia. This is done through collection, analysis and dissemination of reliable, comprehensive data and information on the mixed migration flow in Serbia, as well as through their effective and compelling promotion to the public.

The ERU works closely with the field/protection, durable solutions and programme units of UNHCR Serbia in promoting the inclusion and integration of asylum-seekers and refugees, in cooperation with the Regional Bureau for Europe of the UNHCR.

In line with the External Relations Unit's objective of stimulating enhanced engagement with local youth in 2022, a set of various activities aiming at the promotion of refugee inclusion and integration has been envisaged for the forthcoming period. Special focus is to be placed on high school and university students across the country in order to further communicate positive messages about refugees and their contribution to local communities.

The position

We are seeking a dynamic and proactive team player, with a strong interest in not-for-profit brand and refugee issues, to complete an initial three-month internship within UNHCR's external relations team.

The incumbent will work under the supervision of the Assistant External Relations Officer and will play a part in achieving UNHCR's strategic ambition: contributing to the protection of people forced to flee.

Duties and responsibilities

- The intern will assist the communications colleagues in activities ranging from support in preparation of awareness raising events, through meetings with refugees and other persons of UNHCR's concern and producing an adequate social media content, to providing ideas for expanding the reach of UNHCR SM channels among local youth.
- The intern will assist the communications colleagues in the preparations for the WRD 2022, both in organizational terms and in terms of external relations materials relating to WRD campaign.
- The incumbent will support external relations team in production of other relevant external relations products, aimed at populating both the UNHCR Serbia and the global UNHCR website and for targeting national and international media.
- Other tasks as applicable.

Essential minimum qualifications and professional experience required

The ideal candidate will:

- Be a recent graduate 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
- Have excellent communication skills with strong interpersonal and negotiation skills.
- Be fluent in English, with advanced writing and editing skills. Knowledge of Serbian language desirable, but not essential.
- Capable of building and maintaining simple databases and filing systems for WRD campaign and other assigned tasks.
- Have excellent experience using the Microsoft Office suite (Outlook, Word, Excel, and PowerPoint).

- Demonstrate a genuine desire to learn and develop.
- Be highly organised and have good attention to detail.
- Be able to multi-task and to prioritise workload.
- Be a flexible team-player.
- Be available to work full time for a period of internship
- Experience in a similar role in a not-for-profit sector would be a strong asset.

Location

The successful candidate will be based with the team in Belgrade (UN House), Serbia.

Conditions

The internship is initially for three months and the start date is in mid-April 2022. It is a full-time role with working hours starting from 8.00a.m. to 4.30p.m. Monday to Thursday, 8.00a.m. to 3.30p.m. on Fridays (39 hours per week). Please note that the terms of internship are defined by UNHCR latest regulation on internships.

Depending on the circumstances, there is a possibility the successful candidate will perform certain duties remotely and/or from home.

Obtaining and renewing current visas and residence permits including all associated costs, are the responsibility of the intern.

Please note that the terms of internship, as defined by UNHCR practice, include the payment of a Food and Local Transportation Allowance (FLTA). In case the intern is sponsored by another source during the internship this will be deducted from the FLTA.

The written test might be included in selection process.

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.

To apply, please send a **motivation letter** and **up to date UNHCR Personal History Form** to srbbehr@unhcr.org by **Midnight 04 April 2022** (CEST, Central European Summer Time).

Please quote the Ref. No. UNHCR/ INTERN/ 001/2022 in your application

Belated and incomplete applications will not be accepted.