**TERMS OF REFERENCE FOR INTERNSHIP**

**Organizational Unit:** Content Unit, Marketing and Emergencies Section, PSP

**Duty station:** Copenhagen, Denmark

**Duration of the internship:** 6 months

**Expected start date:** January 2021

**Background information/Organizational Context**

UNHCR, the UN Refugee Agency, is a global organization dedicated to saving lives, protecting rights and building a better future for refugees, forcibly displaced communities and stateless people.

The Private Sector Partnerships Service (PSP) sits within UNHCR's Division of External Relations (DER) and is responsible for raising funds from private sector donors to support UNHCR’s work. The Marketing and Emergencies section is a recently created section within PSP that focuses on donor communication, campaigns and emergencies to drive growth. This section plays an important role in meeting UNHCR's fundraising goals and in making the emotional connection between the public and the UNHCR brand to increase engagement.

Marketing and Emergencies section is seeking a dynamic, skilled and proactive intern who will ensure timely support on projects related to fundraising activities.

This internship is a unique opportunity to gain experience within resource management, reporting, data gathering and practical aspects of administrative processes within the UN system.

**Duties and Responsibilities**

* Assist in coordinating and managing the section’s digital platform on SharePoint;
* Assist in providing administrative, financial and organizational support to external consultants (travels, invoicing, contract renewal);
* Assist in identifying and managing the necessary resources to implement projects activities;
* Organize weekly team meetings and ad hoc meetings (Book room, coordinate agenda, send invitation, take notes);
* Assist in organization of events and workshops with external and internal participants;
* Create and edit presentation, reports and other documents in visually pleasing, clear and presentable formats;
* Provide day-to-day support to the operational work of the Section; and
* Perform any other necessary duties.

**Minimum qualifications required**

The ideal candidate will:

* Be a strong communicator with fluency in English (advanced writing and editing skills);
* Demonstrate ability to interact professionally with culturally and linguistically diverse staff;
* Have excellent organizational and planning skills with proven ability to set priorities, meet deadlines and multi-task;
* Demonstrate ability to quickly shift from one task to another to meet multiple support needs;
* Demonstrate ability to review data, identify and adjust discrepancies; and
* Demonstrate ability to establishes, builds and maintains effective working relationships with staff.

Desirable skills and experience:

* Knowledge of a second UN language (Arabic/Chinese/French/Russian/Spanish);
* Knowledge of InDesign, Illustrator or Photoshop;
* Knowledge of and understanding of clerical, administrative, secretarial best practices and procedures.

**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.
* Candidates who have immediate relatives (father, mother, son, daughter, brother or sister) working as staff members of UNHCR are not eligible.

**Others**

It is a full-time role (40 hours per week).

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