Terms of Reference
Protection Internship
Field Office Petén, Guatemala

The Office of the UNHCR was established on 14 December 1950 by the UN General Assembly. The agency is mandated to lead and coordinate international action to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and well-being of refugees. It strives to ensure that everyone can exercise the right to seek asylum and find safe refuge in another State, with the option to return home voluntarily, integrate locally or to resettle in a third country (www.unhcr.org).
The UNHCR Regional Office for Central America, Mexico and Cuba (ROPAN) is located in Panama City. The National Office in Guatemala is located in Guatemala City and works jointly with the Government and civil society organizations to provide protection and assistance to asylum seekers, refugees, persons in transit with international protection needs and persons forcedly displaced. UNHCR and its partners established a Protection and Monitoring Network (RPM) to identify, assist and refer the cases of people in need of international protection that transit through the country. In August 2016, UNHCR also opened a Field Office in Petén with the main objectives of strengthening border monitoring and the RPM, as well as the regional coordination with UNHCR Mexico for referral of cases at heightened risk. The region of Petén is a strategic region for UNHCR due to its multiple border crossing points, both official and unofficial, through which hundreds of refugees and migrants cross to Mexico and Belize every day. Guatemalan security forces and military established a strong presence in the region, and criminal network and drug cartels are known to operate in parallel.

Description of activities:
Under the supervision of the Protection Unit, the intern will be asked to perform the following activities:

- Provide information and guidance to persons of concern and assist referring cases amongst UNHCR and its implementing partners.
- Support preparation and implementation of trainings, workshop, and other capacity building- related initiatives.
- Maintain and update the records of protection activities conducted on weekly and monthly basis by the FO for reporting purpose.
- Manage and coordinate interview appointments for the Protection Unit.
- Support the interview process with asylum seekers and refugees, providing guidance on asylum procedures and humanitarian assistance.
- Support coordination of stakeholder meetings, seminars and workshops. Support the chair persons in preparation of materials and keeping the minutes of the meetings.
- Ensure that relevant coordination tools are shared with the stakeholders and UNHCR units on a timely basis. Ensure that meeting calendar are updated, meeting venues are secured.
- Support missions within Peten and Izabal Department in order to monitor activities and support the coordination of events/meetings.

- Support with the translation of documents, reports, and perform other duties as required.

Requirements:

- University degree in Law, International Relations, Social Sciences or a related field.
- Minimum 2 years of experience with refugees and/or other people of concern in a protection capacity, including experience in the field.
- Strong language abilities in both Spanish and English.
- Availability for minimum 3 to 6 months from date of assignment.
- Capacity to adapt to the requirements of the operation and to be a good team player.
- Respect for diversity and capacity to work in stressful contexts.

Remarks:

- United Nations interns are not paid. All costs related to travel, insurance, accommodation, and living expenses must be borne by either the intern or their sponsoring institutions.
- Visa: The intern will be responsible for obtaining and financing the necessary visas.
- Travel: The intern will arrange and finance the travel to the posting location where the internship will be completed.
- Medical insurance: The intern will be responsible for costs arising from accidents and/or illness incurred during the internship and must show proof of a valid medical insurance coverage.