

UNHCR SPAIN VACANCY ANNOUNCEMENT

Ref. num. SPA/2018/10

Date of advertisement: 17/08/2018

Application deadline: 31/08/2018

This is an intern position.

Title: **Communications/ Public Information Intern**

Type of contract: **Internship**

Location: **Madrid (Spain)**

Duration: **6 months starting 01/10/2018**

Background information/Organizational Context

UNHCR is the UN Refugee Agency dedicated to saving lives, protecting rights and building a better future for refugees, forcibly displaced communities and stateless people. UNHCR has a presence in Spain since late 60's. The UNHCR Country Office in Spain deals with international protection issues and plays an active role in the asylum procedure. The Office advocates for the rights of refugees and asylum-seekers while promoting political, social and financial support for them.

Communication Department of UNHCR Country Office in Spain is headed by the Spokesperson and Assistant Communication/Public Information Officer, who supervises two main functions: Public information and Awareness.

This position is primarily intended to provide interns with the opportunity to undertake a work experience in the field of international protection and communications, linked to their university studies that could help them to provide guidance on their future careers. It is also meant to provide support to the work undertaken by the communications and external relations unit while acquiring experience on interaction and team work.

The intern will be supervised by the Senior Communication/Public Information Assistant, who gives regular guidance and advice to the incumbent.

Duties and Responsibilities

- Daily monitoring of news related to migration and refugee issues in local, regional and national media, and communicate highlights to other UNHCR staff members
- Analyse relevant media coverage of UNHCR
- Translations from English into Spanish
- Research and information gathering
- Update of institutional website
- Drafting answers to content requests
- Assist with updating and administering various databases
- Support in the development and implementation of projects, activities and campaigns
- Any other tasks as needed

The Intern will be trained and supported in his/her work.

Minimum qualifications required

- Be a recent graduate (completed studies within one year) 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 (i.e. Journalism, Communication, Political Science, International Relations, Translation and Interpreting or other fields related to them).
- Be available to work part time (20 hours) for a six-month period, Monday to Friday, mornings 10-14h.
- Fluency in Spanish and English (with advanced writing and editing skills). Additional languages would be an asset.
- Have advanced experience using the Microsoft Office suite (Outlook, Word, Excel and Powerpoint).
- Have excellent research and organizational skills.
- Have good inter-personal skills and be a keen team-player.
- Knowledge of graphic design programmes such as Photoshop/Illustrator/InDesign is an asset.
- Knowledge of social media, content management systems or other web-based applications is an asset.
- Basic knowledge of photography is an asset.

How to apply - PLEASE READ CAREFULLY:

Please submit your **signed Personal History Form (PHF and PHF supplementary sheet)** in English by e-mail with the vacancy title “Communications/ Public Information Intern Ref. num. SPA/2018/10” in the subject line to spamavac@unhcr.org **no later than 31/08/2018, 23:59 CET**.

Only complete applications submitted by e-mail with a signed PHF form will be considered.

E-mails without vacancy title “Communications/ Public Information Intern Ref. num. SPA/2018/10” in the subject line will not be considered.

No late applications will be considered.

Shortlisted candidates will be required to sit a written test.

Only applications from candidates who are short-listed will be acknowledged.