

UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES
UNHCR
INTERNSHIP VACANCY NOTICE

Job title:	External Relations Intern
Vacancy number:	VN 013/21
Contract Type:	Internship
Duty Station:	Bogotá, Colombia
Duration:	6 months (with possible extension up to 8 months)
Closing date:	8 April 2021
Start date:	03 May 2021

GENERAL CONTEXT

The Office of the United Nations High Commissioner for Refugees (UNHCR) is mandated to lead and coordinate international action to protect refugees and solve 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, until they can return home voluntarily, integrate locally or to resettle in a third country. In more than five decades, the agency has helped tens of millions of people restart their lives. Today, a staff of about 11,000 people in 130 countries continues to help and protect millions of refugees, returnees, internally displaced and stateless people.

The UNHCR Office in Colombia supporting over 1.8 million Venezuelan refugees and migrants and more than 800,000 Colombian returnees from Venezuela, Colombia is the country most heavily affected by the Venezuelan displacement in the region. The over 946,624 Venezuelans who have not been able to regularize their migration status in Colombia, have limited access to basic services and lack opportunities for income generation. The worldwide COVID-19 health emergency has further impacted the protection risks of Venezuelan refugees and migrants, displaced and confined populations, Colombian returnees and other persons of concern. More than 116,000 Venezuelans have returned to Venezuela through humanitarian corridors since the borders closed in mid-March last year, most of them due to loss of income, evictions, food insecurity and other protection risks related to the inability to respect quarantine conditions. However, re-entries into Colombia have been on the rise starting September 2020 through informal crossing points. For more information on UNHCR, its mandate and operations, please visit the website: www.unhcr.org

PURPOSE AND SCOPE OF THE INTERNSHIP

The External Relations Unit in Bogota, Colombia, requires an Intern to perform the following tasks:

- Support the work with potential and current public and private sector partners and UNHCR donors (including responding to queries, ensuring that profiles of potential donor are properly recorded, maintaining interest of potential donors and supporting the production of donor communication materials);
- Maintain up to date UNHCR Colombia donor mission calendar as well as donor briefing kits, working in close collaboration with the 11 UNHCR Colombia field offices;
- Consolidate and maintain Excel databases that include the different budgets of UNHCR donors;
- Support the organization of UNHCR donor missions and briefings;
- Support the drafting of situation reports, briefing notes, background material, talking points, fact sheets, both in English and in Spanish in close collaboration with Public Information and Inter-Agency Mixed Migration Flow colleagues;
- Support the translation to English of UNHCR factsheets and other relevant donor documents;
- Support the drafting of project proposals as well as interim and final reports for both public and private UNHCR Colombia donors;
- Any other duties as assigned by supervisor.

ESSENTIAL MINIMUM REQUIREMENTS

- Education:

Currently undertaking undergraduate and/or master degree or recently graduated (less than one year) in international relations, communication, political or social sciences, journalism, anthropology, law, public administration or any related field;

- Fluency in English and in Spanish;
- Excellent written and verbal communication and interpersonal skills in both English and Spanish;
- Experience working with diverse people and cultural awareness;
- Experience with Microsoft Word, Excel, PowerPoint (intermediate) and basic administrative skills;
- Ability to work well under pressure and manage multiple tasks; and
- Showing a genuine interest in learning and adapting.

DESIRABLE COMPETENCIES

- Experience in public relations with different audiences (donors, government, NGOs, UN agencies, people of concern, etc.);
- Experience in fundraising and/or programme/project development, planning, implementation, and/or monitoring;
- Knowledge of the humanitarian and protection contexts of internal displacement in Colombia and the situation of returned Colombians and Venezuelan refugees and migrants;
- Prior work experience in terms of protection and human rights, especially with communities affected by displacement and armed conflict and with refugees, as well as in the application of rights, differential and non-harm approaches;
- Protection knowledge, including international refugee law, international human rights law and international humanitarian rights.

INTERSHIP CONDITIONS

- The Intern shall be responsible for their costs associated with visas, stay and support in the country of assignment as UNHCR will only provide a Food and Transportation Allowance;
- UNHCR is not responsible for medical insurance, nor for liability or accidents or illnesses incurred during the internship.
- If the internship is performed as a requirement to obtain a degree, its acceptance is subject to the presentation of a proof of affiliation and the payment of the contributions to the General System of Labor Risks (ARL, as it is known in Spanish) processed by the University or Higher Education Institution;
- In case of a Safety Risk Assessment (SRA) change that occurs during the execution of the internship, it may be suspended in order to protect the integrity of the Intern;
- The intern cannot go on a mission under any circumstances. This includes any place that is outside the office or duty station where the internship is carried out; and
- The acceptance of these Terms of Reference means the Intern will adhere to the UNHCR Code of Conduct.

ELIGIBILITY

To qualify for an internship with UNHCR, one of the following requirements must be met:

- Be a recent graduate* or current student in a graduate/undergraduate school programme from a University or Higher Education facility.
- Have completed at least two years of undergraduate studies in a field relevant or of interest to the work of the Organization.

* Recent graduates are to be considered those persons who completed their studies within one year of applying for an internship with UNHCR.

SUBMISSION OF APPLICATIONS

If you wish to be considered for this vacancy, please submit your **Personal History Form (PHF)** and its supplementary pages (if applicable), by e-mail with “**VN013/21LASTNAME, Name – External Relations Intern Bogotá, Colombia**” in the subject line to: colbovac@unhcr.org by **8 April 2021**. Only shortlisted candidates will be notified. No late applications will be accepted.

UNHCR is committed to diversity and welcomes applications from qualified candidates regardless of disability, gender identity, marital or civil partnership status, race, color or ethnic and national origins, religion or belief, or sexual orientation.

UNHCR does not charge any fee at any stage of the recruitment process (application, interview meeting, processing, training or any other fees).