UNHCR
United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

SELECTION PROCESS

Internship for UNHCR-Brazil

Fundraising Unit

The UN Refugee Agency (UNHCR) is looking for recent graduates or current students in a graduate/undergraduate school interested in an internship at its Fundraising Unit.

UNHCR's internship Programme offers eligible students and recent graduates the unique opportunity to gain hands-on practical work experience in the humanitarian sector in an international environment and to understand UNHCR's core mandate. This learning opportunity aims to attract talented candidates who bring diverse profiles and knowledge, innovative thinking and different ideas to the UNHCR's workplace.

The candidate is expected to work 6 or 8 hours per day – decided by the intern. This is a remunerated vacancy; the monthly stipend will be informed at the interview.

At the end, the intern will receive a Certificate of Internship upon satisfactory conclusion of the assignment and having completed the UNHCR mandatory e-Trainings.

UNHCR encourages the application of indigenous persons, afro descendants, LGBTI, persons living with HIV/AIDS and other minority groups. All applications will be treated with the highest confidentiality.

TERMS OF REFERENCE

1. **Assignment Title:** Communications Intern
2. **Duration:** 6 months (renewable for additional 2 months)
3. **Location:** Fundraising unit in São Paulo
4. **Expected starting date:** 2 April 2020
5. **Expected working time:** Part-time (6 or 8 hours per day – decided by the intern)
6. **Host Agency:** UN Refugee Agency – UNHCR
7. **Description of duties:** Under the supervision of the PSP Communications team, the intern will perform the following activities:

- Engage and support social media communications, following UNHCR standards;
- Monitor UNHCR social media channels daily, scanning for queries and complaints;
- Reply to queries and user comments on social media (community management);
- Translate online UNHCR materials, such as press releases, video scripts and direct mail letters;
- Assist the production of digital content (written, image and video);
- Edit images and digital assets;
- Translate, edit and subtitle videos;
- Assist the production and drafting of newsletters;
- Support the development of creative concepts and briefing for digital campaigns;
- Support the organization of events;
- Perform other duties as required.

8. Qualifications/Requirements:

In order to be considered for an internship, candidates must meet the following eligibility criteria:

- Be a 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.
- Have completed at least two years of undergraduate studies in Communications, Marketing or related fields;.
- An individual whose father, mother, son, daughter, brother or sister is a staff member of UNHCR, including a Temporary Appointment holder or a member of the Affiliate Workforce, is not eligible for an internship.
- Pro-activeness, flexibility and adaptability required;
- Communication skills;
- Willingness to learning.

9. Competencies:

- Computer skills: MS office and Internet/Social Media;
- Language skills: Fluency in Portuguese (oral and written) and good working knowledge in English;
- Video and image editing skills (Ideally Adobe Cloud softwares).

10. **Application:** Interested candidates should submit a signed Personal History Form and motivational letter (in English) to the email BRABRHR@unhcr.org by 09th March 2020, with the

subject line “PSP COMMUNICATIONS INTERN”. Only short-listed candidates will be contacted for an interview.

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.