



UNHCR

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

Terms of Reference

Private Sector Partnerships (PSP) Unit

Research Internship

UNHCR, the UN Refugee Agency, is offering an internship position within the **PSP unit** in **Dubai, UAE**.

Established in December 1950, UNHCR is mandated to lead and coordinate international action to protect and assist refugees. In more than five decades, UNHCR has helped more than 50 million people restart their lives. Today, UNCHR staff in more than 120 countries continue to help and protect millions of refugees, returnees, internally displaced and stateless people.

UNHCR is a global organization dedicated to saving lives, protecting rights and building a better future for refugees, forcibly displaced communities and stateless people. Every year, millions of men, women and children are forced to flee their homes to escape conflict and persecution. We are in over 125 countries, using our expertise to protect and care for millions.

Title: PSP Researcher

Duty Station: Dubai, UAE

Duration: 3 Months (with possible extension for 3 months).

Contract Type: Internship

Closing date: 23th May 2019

Start date: 1st June 2019

Salary: AED 700/week

Organizational context

The PSP unit in MENA is primarily focused on raising funds and awareness from the private sector across the MENA region. This is done both online and offline and with a wide range of partners to include high net worth individuals, corporations and foundations. Based in the

UAE the PSP unit focuses on advocating for refugees and other people of concern using multiple channels of engagement, such as digital and direct relationship management.

The position

We are seeking a dynamic and proactive team player, with a strong interest in CSR, NGOs and refugee issues, to complete a six-month internship within UNHCR's PSP unit in the UAE.

The PSP unit works to raise the profile of UNHCR among the private sector, enhance the image of UNHCR internally and works across UNHCR divisions, sections and the field to promote an integrated approach and to inspire engagement with the public (individuals, corporations and foundations).

You will work closely with the fundraising team and other members of the private sector partnerships section. Liaising with UNHCR's wider networks you will support the development of UNHCR's image, agenda, and compliance across the organization, and will play your part in achieving UNHCR's strategic ambitions; contributing to the protection of people forced to flee.

Duties and responsibilities

Under the overall supervision of PSP Officer, the main tasks of the PSP Researcher will be the following:

- Providing research and analysis support, and producing concise summaries for different projects.
- Provide drafting support for proposals.
- Support PSP account managers in creating, updating, compiling and recording (Salesforce) cultivation plans for priority prospects and donors
- Support account manager in preparing the necessary research and materials for upcoming meetings with prospects and donors; and follow up with account managers on meeting outcomes and due tasks.
- Support the development of donor recognition material.
- Other tasks as required.

Essential minimum qualifications and professional experience required

- Fluency in written and spoken Arabic and English is imperative.
- An undergraduate or postgraduate degree from a credited university; in the fields of business, commerce, or economics.
- Must have completed at least two years in university or a fresh graduate (no more than one year of completion of degree).
- Strong understanding of the corporate landscape in the Gulf
- Strong passion for refugee affairs, and for UNHCR's work.
- Awareness of humanitarian affairs, and good writing skills.
- Attention to detail and a results-oriented team player.
- Have excellent communication skills with strong interpersonal and negotiation skills.
- Be fluent in English, with advanced writing and editing skills.

Location

The successful candidate will be based with the team in Dubai. Our Office is located in International Humanitarian city, near Al Maktoum Airport.

Conditions

The internship is for Three months (with possible extension for 3 months) and the start date is in May 2019. It is a full-time role with working hours starting from 9am to 4pm (without lunch break) & 9am to 4:30pm (with lunch break) Sunday to Thursday.

Selected candidates will have to arrange for their own residency visa in UAE. Candidates holding valid residency UAE visa are encouraged to apply. Kindly mention your residency status in Application.

To apply

Interested applicants should submit their letter of motivation, Personal History Form (P11), and CV to elnakib@unhcr.org indicating **PSP Intern** in the subject of the email.

P11 forms are available at www.unhcr.org/recruit/p11new.doc