

Terms of Reference

Private Sector Partnerships (PSP) Unit Internship

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

UNHCR 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, UNHCR 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.

Organizational context

The Private Sector Partnerships (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: PSP Intern

Duty station: Dubai, UAE

Duration of the internship: 3 months (with possible extension for 3 months)

Contract Type: Internship (monthly allowance will be provided, as per UNHCR policy)

Closing date: 15th July 2021

Expected start date: 25th July 2021

Salary: AED 700/week

The position

We are seeking a dynamic and proactive team player, with a strong interest in CSR, NGOs and refugee issues, to complete a three-month internship within UNHCR's PSP unit as part of the campaign and advocacy team.

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 campaigns team and other members of the private sector partnerships section. Liaising with UNHCR's wider networks you will support the development of UNHCR's brand image, campaign communications public engagement strategies, community management, PR and digital outreach and will play your part in achieving UNHCR's strategic ambitions; contributing to the protection of people forced to flee.

Duties and Responsibilities

- Research on new and niche media outreach
- Drafting and reviewing communications material such as PR, talking points, social media content, campaign collateral
- Support in drafting presentations and pitch material
- Support in organizing and running virtual panels and forums, events, and other on-ground activations
- Help manage PR and creative agencies we work with across the GCC
- Support in the procurement of services for creative campaigns, media buying, media training...Etc.
- Screening of partners and digital content creators
- Other tasks as required.

Minimum qualifications required

- Fluency in written and spoken Arabic and English is imperative.
- An undergraduate or postgraduate degree from a credited university; in the fields of mass communications, journalism, PR, marketing, or humanities
- Strong understanding of the media landscape in the region
- Strong passion for refugee affairs, and for UNHCR's work.
- Awareness of humanitarian affairs, and excellent writing and editing skills.
- Attention to detail and a results-oriented team player.
- Have excellent communication skills with strong interpersonal skills.

Location

The successful candidate will be based with the team in Dubai. Our Office is in International Humanitarian city, near Al Maktoum Airport. Working hours from 9:00am to 16:00pm

Eligibility

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

- 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; and

- Have completed at least two years of undergraduate studies in a field relevant or of interest to the work of the Organization.
- 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.
- The successful candidate should have a valid UAE visa

Allowance

Interns who do not receive financial support from an outside party will receive an allowance to partially help to cover the cost of food, local transportation and living expenses.

To apply

Interested applicants should submit their letter of motivation, Personal History Form (P11), and CV to SAURIHR@unhcr.org indicating **PSP Intern** in the subject of the email. P11 forms are available at www.unhcr.org/recruit/p11new.doc

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