

# 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*.

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 IP Intern

**Duty Station:** Dubai

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

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

**Closing date:** 7 August 2022

**Start date:** 1 September 2022

**Salary:** USD 1000/month

### 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:

UNHCR's Private Sector Partnerships (PSP) Unit in Dubai is looking for a bright and motivated intern to support its activities for up-to six months.

The intern should have strong critical and analytical thinking, as well as drafting skills.

The intern will work part of the Islamic Philanthropy team, interacting with 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, in addition to providing support to the drafting of UNHCR's Islamic philanthropy annual report.

## Duties and responsibilities:

***Under the overall supervision of the Private Sector Partnerships Officer – Islamic Philanthropy, the main tasks of the PSP Intern will be the following:***

- Support with the compiling of information, proof-reading and drafting of UNHCR's Islamic philanthropy annual report and other related documents.
- Support account managers in creating, compiling and recording (Salesforce) cultivation plans for priority prospects.
- Provide support to account managers in drafting and shaping project concept notes, proposals and progress reports.
- Provide support for procurement requests including but not limited to requesting quotations, communicating with suppliers, and working with the admin team on all required documentation.
- Conducting research and drafting talking points for UNHCR representatives.
- Drafting invites, thank you letters, and emails to donors.
- Taking notes for all meetings and workshops as required.
- Filing due diligence requests on HNWI's and potential donors.
- Other tasks as required.

## Essential minimum qualifications and professional experience required:

- An undergraduate or postgraduate degree from a credited university; in the fields of business, commerce, or economics.
- 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. Fluency in Arabic is an advantage.

## Location:

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

## Conditions:

Applicant should be recent graduate or current student who has completed at least two years of undergraduate studies. Recent graduates are to be considered those persons who completed their studies within one year of applying for an internship with UNHCR.

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.

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.

The internship is for three months (with possible extension for 3 months) and the start date is on 1 September, 2022. It is a full-time role with working hours starting from 8am to 4:30pm (with 45 min lunch break) Monday to Thursday and 8am to 12pm on Friday.

***Recruitment as a UNHCR staff member and engagement under a UNHCR affiliate scheme or as an intern is subject to proof of vaccination against Covid-19.***

## 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](mailto:SAURIHR@unhcr.org) indicating **PSP IP Intern** in the subject of the email.

P11 forms are available at [www.unhcr.org/recruit/p11new.doc](http://www.unhcr.org/recruit/p11new.doc)