

# Terms of Reference

## Strategic Partnerships Assistant - Internship

**Project Title:** Strategic Partners' Communication and Project Development

**Organisation:** UNHCR

**Job Title:** Strategic Partnerships Internship

**Duty Station:** Copenhagen, Denmark

**Duration:** 6 months

**Contract Type:** Intern

**Application deadline:** 20 April 2017

**Start date:** 1 June 2017

### Internship to support strategic partnership development within the Global Accounts team

We are looking for an intern with a sound knowledge in international relations, marketing, communication and an interest in refugee and migration issues as well as the UNHCR mandate. Previous work experience in a humanitarian organization is highly appreciated.

### Background Information

UN City opened in July 2013 and currently hosts 11 UN organizations with 1,400 staff members representing more than 100 nationalities.

Throughout 2014-2015 the UN Refugee Agency (UNHCR) has relocated several key functions and services from its Headquarters in Geneva to UN City in Copenhagen, including UNHCR's Private Sector Partnership Service (PSP) supporting the Agency's global collaboration with the private sector through its network in the Americas, Europe, Asia Pacific, the Middle East and Gulf region and Africa. The intern will be based in Copenhagen within the Global Accounts team in the Leadership Giving Section (LG) of the UNHCR Private Sector Partnership (PSP) Service.

The Global Accounts team manages global private sector partnerships that help UNHCR achieve substantial financial contributions and knowledge sharing for programmes and projects within the organization. The intern will work primarily on the IKEA Foundation partnership, which includes both non-financial support and funding toward sustainable and innovative projects. Starting with a modest project in 2010, the partnership with the IKEA Foundation has made possible contributions to UNHCR's operations worth over USD 200 million dollars since 2011. In 2016 alone, the IKEA Foundation made contributions totaling USD 31 million dollars to UNHCR, for multi-year projects focused on education, renewable energy and livelihoods.

The team also proactively supports UNHCR to identify, cultivate and manage new strategic partnerships.

The intern will assist the team by in building and supporting the stewardship of strategic partners through desk research on new topics or partners, agenda-building and event planning, internal communication management, and the drafting of relevant internal and external documents.

## Duties and Responsibilities

The intern's work responsibilities will include:

- Collect, disseminate and draft documents related to projects funded by strategic partners (or in link with them) as well as briefing notes, updates and other relevant communication tools;
- Analyse all information received on project implementation and facilitate the drafting and/or review of reports;
- Support the organisation of field missions, including an upcoming visit to Jordan, as well as other trainings, workshops and other related events;
- Support the development of future project initiatives, such as the climate-smart agriculture programme and the programme on youth education, among others;
- Support in the follow-up for the next Partnership Review Meeting with the IKEA Foundation;
- Support the coordination of knowledge sharing initiatives with the IKEA Foundation on improving UNHCR's waste management, among other topics;
- Assist in the design of the next Brighter Lives for Refugee workshop;
- Assist in the preparations for the Nansen Refugee Award ceremony, including the organizing of side events with IKEA Foundation and IKEA co-workers, logistical arrangements, agenda building, and the drafting of background documents and information packets;
- Improve and develop internal and external communication tools including consolidating the filing system, developing project factsheets and information packets, and seeking out innovative and effect ways to disseminate information in regards to strategic partnerships and the work of the Global Accounts team;
- Perform other duties as required.

## Essential Minimum Qualifications and Professional Experience Required

- University degree in political science/international relations, communication, business/marketing, or a related discipline;
- Strong analytical and drafting skills and proven ability in proof-reading and editing;
- Good communications skills and reporting capacities;
- Ability to produce briefing notes and visual materials for external audiences;
- Planning and organizing competencies in order to both multi-task and prioritize workload;
- Ability to work under pressure and meet tight deadlines;
- Excellent knowledge of English; working knowledge of French is highly appreciated (written/oral/comprehension);
- Exposure to UN system and/or experience with a humanitarian NGO desirable.

### Conditions:

The intern is expected to begin 1 June 2017 and be available for 6 months. Please note that the terms of internship as defined by UNHCR practice, preclude payment of any kind. Additionally, work-related travel beyond Copenhagen is not authorized under the internship contract.

### To Apply:

Interested applicants should submit their letter of motivation, Personal History Form (P11), and CV, including testimonials/degrees/certificates to [DENCOCMUHR@unhcr.org](mailto:DENCOCMUHR@unhcr.org) indicating "**Strategic Partnerships Internship**" in the subject of the email.

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

***The deadline for applications is 20 April 2017***