

## TERMS OF REFERENCE

### Intern for Communication and Public Engagement in Denmark

**Project Title:** Private Sector Engagement in Denmark  
**Organisation:** UNHCR, the UN Refugee Agency  
**Job title:** Intern for Communication and Public Engagement in Denmark  
**Duty station:** Copenhagen, Denmark  
**Duration:** 6 months  
**Contract type:** Internship  
**Application deadline:** 18 November 2018  
**Start date:** 1 February 2019

#### Background Information

Established in December 1950, UNHCR, the UN Refugee Agency, is mandated to lead and coordinate international action to protect and assist refugees and other persons of concern and to seek solutions to their plight. For more than six decades, UNHCR's work has helped over 50 million refugees to restart their lives. UNHCR teams are in the field in over 130 countries, using our expertise to protect and care for millions of people who have been forced to flee their homes.

The world is facing a historic refugee crisis and the support of the general public and the private sector is essential.

Throughout 2014-2015 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 our fast growing global collaboration with the private sector through its network in the Americas, Europe, Asia Pacific, the Middle East and Gulf region, and Africa.

From this new presence in Copenhagen, UNHCR is now scaling up its engagement with the private sector in Denmark through strengthened public awareness, fundraising and partnership activities in support of the world's refugees.

UN City hosts 11 UN organizations with 1,500 staff members representing more than 100 nationalities.

#### Duties and Responsibilities

We are looking for a skilled and proactive individual to join the PSP Denmark team, currently consisting of the Head of Unit and a Digital Fundraising and Communications Officer.

The internship offers a unique opportunity to help build UNHCR's communication, public engagement and fundraising activities targeting the Danish general public. While focus for the internship is on Denmark, the intern will be exposed to our UN City-based global teams and our global network that are driving forward UNHCR's engagement with the public in all parts of the world.

Therefore, we seek a dynamic and energetic individual with excellent communication skills and a strong interest in refugee issues as well as the role of communication, social media, and public engagement in the humanitarian sphere.

## As a communication intern with PSP Denmark, you will:

- Assist in developing and implementing communication and fundraising plans, campaigns and materials;
- Assist in managing UNHCR Denmark's social media platforms (Facebook and Instagram), including planning, researching, producing engaging content, and translation tasks;
- Assist in managing our website [www.unhcr.dk](http://www.unhcr.dk), including researching, translating and updating with human-centric stories and latest news from refugee situations;
- Assist and support in the planning and organization of events and public engagement activities, incl. public campaigns with Danish celebrities;
- Support with various administrative tasks.

## Essential Minimum Qualifications and Professional Experience Required

### Education:

- a. Be a recent graduate (i.e. studies completed within one year of applying for an internship with UNHCR) or current student in a relevant graduate/undergraduate university programme e.g. communication, marketing, international relations, political science, development/refugee studies or similar; and
- b. Have completed at least two years of undergraduate studies in a relevant field relevant to the work of UNHCR.

### Language:

Fluency in Danish and English

### Required competencies:

- Excellent communication skills;
- Strong research and analytical skills;
- Strong interpersonal skills;
- Planning and organizing competencies with ability to multitask and prioritize workload;
- Excellent knowledge of MS Office.

### Desirable competencies:

- Knowledge about international humanitarian work;
- Experience with working in an international environment;
- Experience with social media (particularly Facebook and Instagram) management
- Experience with WordPress and web content;
- Relevant work experience.

### Location:

The selected intern will be based with the PSP team in UN City, Copenhagen and will work under the supervision of the Digital Fundraising and Communications Officer.

### Conditions:

The internship runs 6 months, starting 1 February 2019. The position is full time (40 hours per week) and the intern will be eligible to receive a monthly transportation and food allowance.

### 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 “**Intern for Communication and Public Engagement in Denmark**” 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 application is 18 November 2018**