

Terms of Reference

Communications Impact and Research Intern

Project Title: Communications and Public Information Service

Organisation: UNHCR, The UN Refugee Agency

Job Title: Communications Impact and Research Intern

Duty Station: Copenhagen, Denmark

Duration: 6 months

Contract Type: Internship

Closing Date: 6 January, 2019

Background Information

UNHCR, the UN Refugee Agency, 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. UNHCR teams are in the field in 130 countries, using their expertise to protect and care for millions of people.

The internship will be placed with UNHCR's Communication and Public Information Service team, which sits within the Department of External Relations (DER) and serves departments both within DER and in the wider organisation. This internship is a unique opportunity to gain experience in communication and media monitoring as well as experience working within the UN system.

Duties and Responsibilities

We are seeking a dynamic and proactive team player, with a strong interest in communication and refugee issues, to complete a six-month internship within UNHCR's Communications Impact and Research Intern.

The Communication and Public Information Service team provides quantitative and qualitative data insights, research, key learnings and evaluation materials related to UNHCR's internal and external communications. The intern will assist with research and analytic assignments as well as administrative tasks.

The Communications and Public Information Service Intern will be expected to:

- Complete your own weekly and monthly communication reports. These will span across traditional media, social media and digital engagement.
- Use our multiple advanced media monitoring software tools to provide data insights to colleagues across the world.
- Participate in training sessions to develop your data analytics and visualisation skills.
- Assist in the development of new and ad-hoc reports.
- Research and analyse relevant media coverage of UNHCR.
- Assist with updating and administering various databases.

- Provide any other required support, including administrative support to the team's four permanent staff.



Essential Minimum Qualifications and Professional Experience Required

The ideal candidate will:

- Possess a Bachelor's degree in a relevant field, for example Communication and Media Studies, Refugee and Forced Displacement Studies, Migration Studies, International Studies, Data Sciences or Social Sciences.
- Have strong research and organisational skills. This includes a good understanding of qualitative and quantitative research methods.
- Be a strong communicator and fluent in English, with advanced writing and editing skills. Additional languages are desirable, but not essential.
- Have advanced experience using the Microsoft Office suite (Outlook, Word, Excel, Publisher and PowerPoint).
- Have experience with web analytics tools such as Google Analytics.
- Have a strong understanding of social media.
- Show a genuine desire to learn and adapt.
- Have good inter-personal skills and be a keen team-player.

Language:

Be a strong communicator with fluency in English, which includes advanced writing and editing skills. Additional languages are desirable, but not essential.

Location:

The selected Communications Impact and Research Intern will be based with the team in the UN City in Copenhagen, Denmark and work under the supervision of the Impact and Research Officer.

Conditions:

The duration of the internship is for six months and will begin end of January/early February. It is a full-time role with working hours from 8.30am to 5.00pm Monday to Friday (40 hours per week). Please note that the terms of the internship, as defined by UNHCR practice, preclude payment, but include a Food and Local Transportation allowance.

To be considered eligible to apply, you must be a recent graduate (completed your studies within one year of applying for the internship) or a current student in a graduate/undergraduate institution with at least two years of undergraduate studies in a relevant field.

To Apply:

Interested applicants should submit their letter of motivation, CV, and P11 [[link](#)], including testimonials/degrees/certificates to DENCOCMUHR@unhcr.org indicating "Communications Impact and Research Intern" in the subject of the email.

The deadline for applications is Sunday, 6 January, 2019.