



**UNHCR**

United Nations High Commissioner for Refugees  
Haut Commissariat des Nations Unies pour les réfugiés

# Terms of Reference

## Tertiary Education Intern

### Division of Resilience and Solutions, Education Section

**Title:** Tertiary Education Intern

**Duty Station:** Copenhagen, Denmark

**Duration:** 15<sup>th</sup> January 2019 – 14<sup>th</sup> June 2019

**Contract Type:** Intern

**Closing date:** 4<sup>th</sup> December 2018

**Start date:** 15<sup>th</sup> January 2019

UNHCR, the UN Refugee Agency, is offering an internship within the *Education Section* in our *Copenhagen Headquarters in Denmark*.

This exciting internship is a unique opportunity for someone wishing to gain exposure to the leading agency on refugee education, and to sharpen their professional skills. As a member of the Education Section, the selected individual would have the opportunity to help support ground-breaking programmes that help enable education access for refugees around the world.

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 130 countries, using our expertise to protect and care for millions.

## Organizational context

Education is an integral part of protection for persons of concern to UNHCR, over 50% of whom are children. The Division of Resilience and Solutions (DRS), in close collaboration with the Regional Bureau the Division of Programme Support and Management and the Division of International Protection, is working on an integrated and holistic approach to support locations in implementing the policies and guidelines on education, children, gender equality and

community-based protection. In support of this, DRS provides operational support, policy direction, and strategic guidance to field operations.

UNHCR rolled out its Refugee Education Strategy in 2012, emphasizing the importance of lifelong learning, partnerships, and learning achievement. The Strategy also emphasizes the need to increase access to quality primary, secondary and tertiary education. Since that time, specific technical support has been provided to a group of priority countries, including regular missions, communication, and participation in workshops to support the development of national education strategies.

## The position

The intern will support the Tertiary Education team with several important aspects related to the technical support to country operations as well as advocacy and policy development. In the course of their internship they will acquire the following:

- Knowledge on UNHCR's activities in the field on primary, secondary and tertiary education; with a specific focus on tertiary education
- Knowledge on UNHCR's education policies (including the Education Strategy) and their implementation in field operations;
- Experience of coordination, data collection and report drafting.

## Duties and responsibilities

- 1) Assisting the Tertiary Education team of the Education Section to provide support to country-level programming and strategy implementation;
- 2) Supporting the team to develop strategic policy guidance on refugee education;
- 3) Supporting the team with advocacy for refugee education at a global level;

- 4) Assisting the tertiary education team with the management of the global refugee scholarship programme, DAFI, and other higher education initiatives.

Areas of work may be adapted in the course of the internship to better fit the intern's interests and profile as well as the Education Section's needs.

## Essential minimum qualifications and professional experience required

The ideal candidate will:

- Be a recent graduate (completed studies within one year) 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.
- Have excellent knowledge of English (written/oral/comprehension) with developed writing skills.
- Have a background in education, development cooperation and/or humanitarian assistance.
- Have strong organization and analytical skills.
- Have excellent communication skills.
- Have proficiency in Microsoft Word, Excel and PowerPoint.

## Location

The successful candidate will be based with the team in the UN City in Copenhagen, Denmark. Obtaining and renewing current visas and residence permits including all associated costs, are the responsibility of the intern.

The internship is for six months and the start date is the 15<sup>th</sup> January 2019. It is a full-time role with working hours starting from 8.30 a.m. to 5 p.m. Monday to Friday (40 hours per week).

## To apply

Interested applicants should submit their letter of motivation, Personal History Form (P11), and CV to [DENCOCMUHR@UNHCR.ORG](mailto:DENCOCMUHR@UNHCR.ORG) indicating *Tertiary Education 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)