

TERMS OF REFERENCE

Intern for Private Sector Partnerships in Denmark

Project Title: Intern for Private Sector Partnerships in Denmark

Organisation: UNHCR, the UN Refugee Agency

Job title: Intern for Private Sector Partnerships in Denmark

Duty station: Copenhagen, Denmark

Duration: 6 months

Contract type: Internship

Application deadline: 2 December 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 assist the Head of Private Sector Partnerships in Denmark in building partnerships with the Danish private sector.

The PSP Denmark team works strategically to build partnerships with companies, foundations, impact investors and business networks in Denmark. We aim to leverage the strengths of the private sector in partnerships that can bring value to the refugees that we serve – this may include financial contributions, technical know-how and innovation, customer and employee engagement, opportunities for refugees along the value chain, joint campaigning and communication and much more.

We work actively with the promotion of the UN Global Goals. The internship offers a unique opportunity to help build strategic partnerships with the private sector at a time where UNHCR is leading a paradigm shift in how the world responds to large-scale refugee situations. The upcoming adoption of the Global Compact on Refugees by the UN General Assembly constitutes a new all-of-society approach to finding lasting solutions for the world's refugees with the private sector in an important catalytic role.

While focus for the internship is on Denmark, the intern will be frequently exposed to the Copenhagen-based global teams that are driving forward UNHCR's engagement with the private sector in all parts of the world.

Therefore, we seek a dynamic, goal-oriented and outgoing individual with a strong interest in the role of the private sector in the humanitarian sphere.

The intern will be expected to engage in the following tasks:

- Assist with preparing partnership engagement opportunities through research and strategic planning;
- Prepare compliance screening reports for submission to HQs team;
- Prepare concrete presentations and partnership proposals and assist in meetings with private sector partners;
- Contribute to further expansion of UNHCR's private sector engagement in Denmark through new channels, events and engagement campaigns incl. in collaboration with Danish celebrities;
- Collaborate with public engagement/fundraising team on external communication and outreach;
- Assist and support in the organization of workshops and meetings as well as planning of external events;
- Coordinate regular presentations in UN City and contribute to the planning and execution of joint UN City events in collaboration with other UN agencies;
- 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. business/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;
- Understanding of the role of partnerships with the private sector;
- Experience with working in an international environment;
- 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 Head of Private Sector Partnerships in Denmark.

Conditions:

The internship runs 6 months, starting 1 February 2019. The position is full time (40 hours per week). The internship is unpaid but the intern will receive a monthly travel 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 indicating “**Intern for Private Sector Partnerships in Denmark**” in the subject of the email.

P11 forms are available on www.unhcr.org/recruit/p11new.doc

The deadline for application is 2 December 2018