



UNHCR

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

Terms of Reference

PSP Strategy and Market Development Intern Strategy and Market Development Section, PSP

Title: PSP Strategy and Market Development Intern

Duty Station: Copenhagen, Denmark

Duration: 6 months

Contract Type: Internship

Closing date: 09 January 2019

Start date: 15 February 2019

UNHCR, the UN Refugee Agency, is offering an internship/full time position within the Strategy and Market Development Section in our Copenhagen Headquarters in Denmark. The internship will be within UNHCR's Strategy and Market Development Section, which sits within the Department of External Relations (DER).

This exciting internship is a unique opportunity to gain experience in fundraising programs (Individual Giving), strategy and analytical tools as well as experience working within the UN system.

UNHCR is a global organisation 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.

Organisational context

Strategy and Market Development Section provide support to National Offices and National Partners in the development and implementation of fundraising strategies. The section includes three units:

- The Individual Giving Unit supports markets in developing and implementing acquisition and donor development programs.

- The Strategy & Analysis Unit provides different kinds of internal and external fundraising analysis and is the focal point in PSP for development and implementation of global strategy.
- The Fundraising Support Unit provides support on fundraising services (procurement) and leads the capacity building agenda.

The incumbent will assist the Individual Giving and the Strategy & Analysis unit.

The position

We are seeking a motivated, skilled and proactive intern who will ensure timely support on special projects related to Individual Giving programs and fundraising analysis. The intern will also assist with financial and budgetary tasks.

Duties and responsibilities

The intern's work responsibilities will include:

- Support in the preparation and dissemination of findings from the ongoing fundraising analysis.
- Provide operational support to Individual Giving retention and acquisition programs (i.e. Between Lives, Mystery Shopping).
- Assist in coordinating and managing the Individual Giving Unit sharing platform.
- Assist in organizing events and providing logistical support to workshops and meetings.
- Provide support in preparation of budgetary and financial reports.
- Other tasks as assigned to support the work of Individual Giving and Strategy & Analysis Units.

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 communication skills – Ability to interact professionally with culturally and linguistically diverse staff
- Have excellent organizational and planning skills. Proven ability to set priorities, meet deadlines and multi-task.
- Have attention to details
- Be fluent in English. Spanish and French languages are desirable, but not essential.
- Have basic knowledge of the commonly used visualization tools such as Power BI is desirable but not essential.

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 in 15 February 2019. It is a full-time role with working hours starting from 8.30am to 5pm Monday to Friday (40 hours per week) and the intern will be eligible to receive a monthly local transportation and food allowance.

To apply

Interested applicants should submit their letter of motivation, Personal History Form (P11), and CV to DENCOCMUHR@UNHCR.ORG indicating *PSP Strategy and Market Development Intern* in the subject of the email. P11 forms are available at www.unhcr.org/recruit/p11new.doc