



UNHCR

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

Terms of Reference

Private Sector Engagement in Denmark Intern

Private Sector Partnerships (PSP) in Denmark

UNHCR, the UN Refugee Agency, is offering 2 Private Sector Engagement internships within the *PSP Denmark Team* in our *Copenhagen Headquarters in Denmark*.

This exciting internship is a unique opportunity to gain first-hand experience with how to drive private sector partnerships, communication and fundraising within the world's leading refugee organization.

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. UNHCR teams operate in the field in 130 countries, using our expertise to protect and care for millions.

Title: Private Sector Engagement in Denmark Intern

Duty Station: Copenhagen, Denmark

Duration: 5.5 Months

Contract Type: Internship, Full-time (2 positions available)

Closing date: 7 April 2019

Start date: 15 August 2019

Organizational context

UNHCR has relocated several key functions from our Headquarters in Geneva to UN City in Copenhagen, including UNHCR's Private Sector Partnership Service (PSP) supporting UNHCR's fast growing collaboration with the private sector in all corners of the world. This is a high priority area and as the world is facing a historic refugee crisis the support and engagement of the general public and the private sector is more critical than ever before.

The interns will get a unique chance to work in an international environment in the UN City, which hosts 11 UN organizations with 1,500 staff members representing more than 100 nationalities.

The position

We are seeking 2 skilled and proactive individuals who will assist with scaling up UNHCR's engagement with the private sector in Denmark through strengthened private sector partnerships, fundraising and public engagement activities in support of the world's refugees.

The interns will learn first-hand about UNHCR's global work and how to partner with foundations, corporations and the public. This is an excellent opportunity to work with dedicated colleagues from our teams in Copenhagen, as well as around the world.

Duties and responsibilities

- Assist with preparing partnership engagement opportunities for Danish companies and foundations through research, strategic planning, and outreach
- 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 the development of UNHCR's digital presence in Denmark and assist in managing our activities on Facebook, Instagram and our main website, including content production, translation tasks – and if possible image and video editing
- Assist in improving our relations with existing donors, including planning and circulation of newsletters and automated donor communication emails
- Assist in developing and implementing fundraising and public engagement campaigns
- Assist and support in the organization of workshops and meetings as well as planning of external events
- 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
- 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

We will take into consideration qualifications and individual interests when defining the exact tasks of each of the two new interns.

Essential minimum qualifications and professional experience required

The ideal candidate will possess:

- 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 within the areas of Communication, Business/Marketing, International Relations, Political Science, Development/Refugees studies or similar: and have completed at least two years of undergraduate studies
- Be fluent in English and Danish, with advanced writing and editing skills
- Excellent analytical and communication skills
- Planning and organizing competencies with ability to multitask and prioritize workload
- Strong interpersonal skills
- Excellent knowledge of MS Office

Additional relevant qualifications

- Knowledge about international humanitarian work and strong interest in the refugee cause
- Understanding of the role of the private sector in the humanitarian sphere
- Experience with social media and website management and if possible with video editing and Adobe Photoshop
- Experience with working in an international environment
- Relevant work experience desirable

Location

The selected interns will be based with the PSP team in the UN City in Copenhagen, and will work under the supervision of the Head of Unit for PSP Denmark.

Obtaining and renewing current visas and residence permits including all associated costs, are the responsibility of the interns.

Conditions

The internship offer is for 5.5 months, from 15 August 2019 until 31 January 2020. It is a full-time role from Monday to Friday (40 hours per week). The terms of the internship as defined by UNHCR practice include the payment of a Food and Local Transportation Allowance.

Please note that external financial support from an outside party, including university and government grants, affect the entitlement to the full amount of the allowance granted by UNHCR.

To apply

Interested applicants should submit their letter of motivation, Personal History Form (P11) and CV to DENCOCMUHR@UNHCR.ORG indicating ***Private Sector Engagement in Denmark - Internship*** in the subject of the email. Personal History Forms are available at [PHF Form / Supplementary Sheet](#).

The UNHCR workforce consists of many diverse nationalities, cultures, languages and opinions. UNHCR seeks to sustain and strengthen this diversity to ensure equal opportunities as well as an inclusive working environment for its entire workforce. Applications are encouraged from all qualified candidates without distinction on grounds of race, colour, sex, national origin, age, religion, disability, sexual orientation and gender identity.