



UNHCR

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

Terms of Reference

Corporate Partnership Development Intern

Private Sector Partnerships (PSP)

UNHCR, the UN Refugee Agency, is offering an internship within the *Private Sector Partnerships Service* in our *Copenhagen Headquarters in Denmark*.

The internship will be with the Corporate Team in the Private Partnerships and Philanthropy Section of the UNHCR Private Sector Partnerships (PSP) Service. This exciting internship is a unique opportunity to gain experience with building and managing global corporate partnerships and supporting UNHCR's corporate partnerships 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. UNHCR teams operate in the field in 130 countries, using our expertise to protect and care for millions.

Title: Corporate Partnership Development Intern

Duty Station: Copenhagen, Denmark

Duration: Six Months

Contract Type: Internship

Closing date: 24 March 2019, Mid-Night Central European Time (CET)

Start date: 1 May 2019

Organizational context

The Private Sector Partnerships Service raises funds from private sector donors to support UNHCR's work. UNHCR is almost entirely funded by direct, voluntary contributions, the bulk of it from donor nations. However, support from the private sector is growing.

The Private Partnerships and Philanthropy team manages partnerships that can generate larger contributions from foundations, corporation and philanthropists. To this end, the

corporate team provides tools, advice and expertise to optimize the selection of UNHCR's corporate partner and to maximize the value of a new corporate partnership to UNHCR.

The position

The intern will assist the corporate team in the development of products for corporate partnerships, research on potential partner prospects, as well as assisting with internal communications and coordination for new corporate partnerships and related activities.

We are seeking for a dynamic and proactive team player with an interest in working with major global corporations. The ideal candidate would have solid writing, editing and reporting skills, and a good understanding of UNHCR's mandate and mission.

Duties and responsibilities

- Assisting with the design and production of various tasks related to UNHCR's corporate partners, including briefing/meeting notes, event updates and other relevant communication tools
- Analyzing information received on potential and existing projects in the area of corporate Partnership Development and support in summarizing, drafting and/or reviewing of proposals and reports
- Supporting with the coordination of Corporate Partnership Development related to events/briefings, training/workshops and/ or donor field visits
- Improving internal communication and data management by consolidating information about corporate partners
- Support in the development of tools and resources.
- Perform other ad hoc duties as required

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; And Have completed at least two years of undergraduate studies in a field relevant or of interest to the work of the Organization

- A University degree in Political Science/International Relations, communication, business/marketing, or a related discipline
- Strong analytical and drafting skills
- Good verbal communication skills and reporting capacities
- The ability to produce briefing notes and visual materials for external audiences
- Ability to work in a diverse environment with different cultures
- Commitment to the UN values of diversity and inclusion
- Excellent knowledge of English
- Experience with a humanitarian NGO or the UN system desirable

Location

The successful candidate will be based with the team in the UN City in Copenhagen, Denmark.

Conditions

Obtaining and renewing current visas and residence permits including all associated costs, are the responsibility of the intern. The internship is for six months with expected start date in May 2019. It is a full-time role with working hours starting from 8.30am to 5pm, Monday to Friday (40 hours per week). Please note that the terms of the internship as defined by UNHCR practice include the payment of a Food and Local Transportation Allowance.

To apply

Interested applicants should submit their letter of motivation, Personal History Form (P11) and CV to DENCOCMUHR@UNHCR.ORG indicating **Corporate Partnership Development Intern** 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.