



UNHCR

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

Terms of Reference

Communications Impact and Research Internship

Communication and Public Information Service / DER

UNHCR, the UN Refugee Agency, is offering a Communications Impact and Research Internship within the *Communication and Public Information Service* in our *Copenhagen Headquarters in Denmark*.

This internship is a unique opportunity to gain experience in communication and media monitoring 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 138 countries, using our expertise to protect and care for millions of people.

Title: Communications Impact and Research Intern

Duty Station: Copenhagen, Denmark

Duration: 6 months

Contract Type: Internship

Closing date: 19 May 2019

Start date: 3 June 2019

Organisational context

The internship will be placed with UNHCR's Corporate Communications team, which sits within the Department of External Relations (DER) and serves departments both within DER and in the wider organization.

The position

We are seeking a dynamic and proactive team player, with a strong interest in communication and refugee issues, to complete a six-month internship within UNHCR's Corporate Communications section.

The Corporate Communications team provides quantitative and qualitative data insights, research, key learnings and evaluation materials related to UNHCR's internal and external communications. The intern will assist with research and analytic assignments as well as administrative tasks.

Duties and responsibilities

- Complete your own weekly and monthly communication reports. These will span across traditional media, social media and digital engagement
- Use our multiple advanced media monitoring software tools to provide data insights to colleagues across the world
- Participate in training sessions to develop your data analytics and visualisation skills
- Assist in the development of new and ad-hoc reports
- Research and analyse relevant media coverage of UNHCR
- Assist with updating and administering various databases
- Provide any other required support, including administrative support to the team's four permanent staff.

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; have completed at least two years of undergraduate studies in a field relevant or of interest to the work of UNHCR
- Possess a degree in Communication and Media Studies, Refugee and Forced Displacement Studies, Migration Studies, International Studies, Data Sciences or Social Sciences

- Have strong research and organisational skills. This includes a good understanding of qualitative and quantitative research methods
- Be a strong communicator and fluent in English, with advanced writing and editing skills. Additional languages are desirable, but not essential
- Have advanced experience using the Microsoft Office suite (Outlook, Word, Excel, Publisher and PowerPoint)
- Have experience with web analytics tools such as Google Analytics
- Have a strong understanding of social media
- Show a genuine desire to learn and adapt
- Have good inter-personal skills and be a keen team-player

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.

Conditions

The internship is for six months and the start date at the beginning of June 2019. It is a full-time role with working hours starting from 8.30am to 5pm from Monday to Friday (40 hours per week). Please note that the terms of internship, as defined by UNHCR practice, preclude payment, but include the payment of a Food and Local Transportation Allowance.

To apply

Interested applicants should submit their letter of motivation, Personal History Form (PHF) and CV to DENCOCMUHR@UNHCR.ORG indicating **Communications Impact and Research Intern** in the subject of the email. The Personal History Form is available at [PHF Form](#)

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.

The deadline for applications is Sunday, 19 May, 2019.