# **VACANCY NOTICE**

# Web Content Writer Internship, Experience and Campaigns Unit, Digital Engagement Section (DES), Private Sector Partnerships Service (PSP), Division of External Relations (DER),

# UNHCR Headquarters, Copenhagen

**Vacancy Notice No:** CPH/VN/2021/018

**Title**: Web Content Writer Intern

**Duty Station**: Copenhagen, Denmark; with potential to be home-based

**Duration**: 6 months

**Contract** **Type**: Internship

**Deadline:** 02 May 2021 Midnight

**Start** **date**: May 2021

UNHCR, the UN Refugee Agency, is offering an internship position as “Web Content Writer” within the Experience and Campaign Unit in the Digital Engagement Section (DES). The section is part of the Private Sector Partnerships Service (PSP).

This internship is an exciting opportunity to gain hands-on experience in writing and editing digital content for a large international audience and shape the web presence of UNHCR. It offers a chance to gain valuable insight into the many areas of UNHCR’s work and learn more about the organization’s digital strategy.

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. We are working in 135 countries, using our expertise to protect and care for millions of people.

## Organizational Context

The Digital Engagement Section (DES) advises on, creates and delivers digital solutions and strategies for engaging with UNHCR’s primary audiences, including the public, partners, governments, refugees and staff. As part of its responsibilities, DES oversees UNHCR’s global web presence, partnering with the Global Communication Service (GCS) and other stakeholders within the organization to ensure that website strategy delivers effectively on the organization’s communications goals.

Within DES, the Experience and Campaigns Unit ensures that UNHCR digital platforms provide a high-quality user experience and that digital campaigns are strategically planned and delivered. The intern will assist with the curation of UNHCR’s global English language website, in particularly writing and editing content for cornerstone pages.

Duties and Responsibilities

* Produce, review and edit written content – existing and newly submitted – for the global English language website (UNHCR.org), based on audience insights, digital best practice and communication objectives as set by the Digital Engagement team
* Assist with the publication of pages, documents and assets on UNHCR.org
* Assist with site maintenance (update figures, remove outdated documents, correct misspelling)
* Monitor site analytics to make recommendations re. content optimization
* Coordinate regular team and other (weekly) meetings (including preparing agenda, drafting minutes and action points)
* Work with the Web team on researching and developing web guidelines, manuals and overall publication strategies
* Coordinate closely with the Web team to ensure site content adheres to editorial and brand requirements

## Essential Minimum Qualifications and Professional Experience Required

The ideal candidate will:

* Exceptional English writing and editing abilities
* Experience with web publishing using CMS such as WordPress, Django or similar
* Very good organizational skills and ability to work independently as needed
* Detail-oriented and good sense of own time management
* Experience with digital analytics would be an asset

## Eligibility

In order to be considered for an internship, candidates must meet the following eligibility criteria:

* Be a recent graduate (completed studies within one year of applying) **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 work of the organization.
* An individual whose father, mother, son, daughter, brother or sister is a staff member of UNHCR, including a Temporary Appointment holder or a member of the Affiliate Workforce, is not eligible for an internship.

## Location and Conditions

The internship is based with the team in the UN City in Copenhagen, Denmark. However, there is the possibility for the successful candidate to perform duties remotely and/or from home. The internship is a six-month full-time role, with the possibility of extension for an additional two months, with 40 working hours per week, from 8.30 am to 5.00 pm CET Monday to Friday. The start date is tentatively set for May 2021 which will be revisited following the measures adopted by the Danish government and guidance of UNHCR regarding the COVID-19 situation.

Obtaining and renewing current visas and residence permits, if necessary, including all associated costs, are the responsibility of the intern. The terms of the internship, as defined by UNHCR practice, include the payment of a Food and Local Transportation Allowance (FLTA). In case the intern is sponsored by another source during the internship this will be deducted from the FLTA.

## To Apply

Interested candidates should apply online through the [MSRP Portal](https://public.msrp.unhcr.org/psc/RAHRPRDX/EMPLOYEE/HR/c/HRS_HRAM.HRS_APP_SCHJOB.GBL?FOCUS=Applicant&SiteID=2&%23_ga=2.78000215.2118901939.1612719035-1671128879.1608035396%20%20) with a Letter of Interest

**Job Opening ID 26352** : Web Content Writer Internship.

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.

For any technical problems encountered during the online application, please contact the Global Service Desk at HQUSSD@unhcr.org by allowing sufficient time for the resolution of issue.

**The deadline for applications is 02 May 2021 midnight (CEST, Central European Summer Time).**