



**UNHCR**

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

# VACANCY NOTICE

PSP Internship,  
Private Partnerships and Philanthropy Section (PPH)  
Division of External Relations (DER),  
UNHCR Copenhagen

**Title:** PSP Intern

**Vacancy No:** CPH/VN/2022/027

**Duty Station:** Copenhagen, Denmark

**Duration:** Six months (possibility of 2 months extension)

**Contract Type:** Internship

**Expected Start Date:** As soon as possible

**Closing Date of Applications:** 02 June 2022 Midnight CET

## Organizational Context

UNHCR, the UN Refugee Agency, is offering an internship within the *Private Partnerships and Philanthropy Section (PPH)* at our *Copenhagen Headquarters in Denmark*.

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 in over 132 countries, using our expertise to protect and care for millions of refugees, returnees, internally displaced and stateless people.

## Duties and Responsibilities

We are seeking a dynamic, creative, and proactive team player, with a strong interest in partnerships development and coordination as well as relationship management and fundraising, to complete a six-month internship within UNHCR's PPH section.

The PPH Intern will be working under the supervision of the Private Philanthropy Officer and Senior Strategic Planning and Coordination Officer.

This internship will focus on supporting the PPH Strategic Planning and Coordination team (50% of the time) and the Private Philanthropy team (50% of the time). The intern will take part in the development of new business ideas and in creating materials to enhance private sector partnerships and philanthropy fundraising. Furthermore, the intern will support in coordinating the production of internal and external private sector communication materials and will be involved in organizing capacity-building and engagement activities for PPH. In general, duties and responsibilities are dependent on the team's priorities over the course of the internship and may include:

- Support the development of strategic activities related to Women in Philanthropy to include the preparation for outreach and cultivation meetings;
- Supporting event management for outreach and cultivation purposes;
- Support in preparing materials and tools for donors and/or fundraisers;
- Support in coordinating to produce internal and external private sector communication/event materials;
- Support with identifying research and mapping of donors;
- Support in the development and delivery of trainings and capacity building materials.

## Essential Minimum Qualifications and Professional Experience Required

The ideal candidate will:

- 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 in a relevant area such as: Marketing, Communications, Psychology, and International Relations.
- Have completed at least two years of undergraduate studies in a field relevant or of interest to the work of the Organization;
- Excellent writing and PowerPoint skills;
- Excellent organizational skills;
- Ambition to work with individuals and raise funds to support refugees;
- Fluency in English – written, verbal and comprehension;
- Availability for a minimum duration of 6 months.

## Eligibility

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

- Be a recent graduate (those persons who completed their 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 successful candidate will be based with the team in the UN City in Copenhagen, Denmark. The internship is a six-month full-time role, with the possibility of extension for an additional 2 months depending on budget availability, with 40 working hours per week, from 8.30am to 5pm

Monday to Friday. The start date is to be determined in accordance with the measures adopted by the Danish government and guidance of UNHCR regarding the COVID-19 situation. Depending on the circumstances, there is a possibility the successful candidate will perform certain duties remotely and/or from at home.

Obtaining and renewing current visas and residence permits including all associated costs, are the responsibility of the intern. Our unit may assist in obtaining a visa.

Please note that 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. Recruitment as a UNHCR staff member and engagement under a UNHCR affiliate scheme or as an intern is subject to proof of vaccination against Covid-19.

## To Apply

Interested candidates should apply online through the [MSRP Portal](#) with a Letter of Interest

- **Job Opening ID 36923: PSP Intern**

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 on-line application, please contact the Global Service Desk at [HQUSSD@unhcr.org](mailto:HQUSSD@unhcr.org) by allowing sufficient time for the resolution of issue.

The deadline for applications is **02 June 2022 at midnight (CET, Central European Time)**.