



UNHCR

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

VACANCY NOTICE

Communications Intern

Private Sector Partnerships Service (PSP) in Denmark

UNHCR, the UN Refugee Agency, is offering an exciting internship opportunity within the **PSP Denmark Team** in our office in **Copenhagen, Denmark**

Established in December 1950, UNHCR is mandated to lead and coordinate international action to protect and assist refugees. In more than seven decades, UNHCR has helped more than 84 million people restart their lives. Today, UNHCR staff in more than 135 countries continue to help and protect millions of refugees, returnees, internally displaced and stateless people.

UNHCR has relocated several key functions from our Headquarters in Geneva to UN City in Copenhagen, including UNHCR's Private Sector Partnership Service (PSP), which supports UNHCR's growing fundraising and supporter engagement with the public and engagement with the private sector in all regions of the world - a high priority area as we face forced displacement at a historic scale.

In 2018 the PSP Office covering Denmark was established. PSP Denmark is experiencing strong growth and is set to meet ambitious results in 2022 and beyond.

The intern 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.

Title: Communications Intern

Duty Station: Copenhagen, Denmark

Duration: 6 months (1 February 2023 - 31 July 2023), possibility of 2 months extension

Contract Type: Internship, full-time (paid, as per UNHCR policy)

Advertisement start date: 29 September 2022

Advertisement closing date: 17 October 2022 – Midnight CEST

Organizational context

In 2018 the PSP Office covering Denmark was established. PSP Denmark is experiencing strong growth and is set to meet ambitious results in 2022 and beyond.

The intern 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 a skilled and engaged communications intern who will help develop UNHCR's external communication, engagement, advocacy and fundraising in Denmark in support of the world's refugees.

The intern will be part of the growing PSP Denmark Team and will learn first-hand about UNHCR's global work and how to connect with broad public audiences and drive campaigns, brand awareness and advocacy. The work culture in the team is informal, cooperative and innovative as we have a desire to test and pilot new engagement opportunities. This is an excellent opportunity to work with dedicated colleagues from our expert teams in Copenhagen, as well as around the world.

Duties and responsibilities

Under the supervision of the Head of Individual Giving, the Intern will be expected to engage with:

- Support the development and the drafting of various forms of external communication, including thematic articles and impact updates;
- Research our extensive contents hubs to select and convey compelling and engaging stories to the Danish public;
- Assist in the management of our activities on Facebook, Instagram and LinkedIn, including planning, researching, content production, translation and community management tasks;
- Assist in managing our website, including content production and translation tasks (press releases, news articles, etc.);
- Assist in developing and implementing public engagement campaigns across online and offline channels;

- Assist with digital fundraising efforts;
- If possible, assist with creating graphic materials and videos based on UNHCR's vast media library;
- Perform any other tasks, including various administrative tasks as required.

Essential minimum qualifications required

The ideal candidate will meet the following 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 in the areas of Communication, Journalism, Marketing or similar;
- Have completed at least two years of undergraduate studies in a field relevant or of interest to work of the Organization.
- Be fluent in English and Danish, with advanced writing and editing skills;
- Excellent analytical and communication skills;
- Great planning and organizing competencies with ability to multitask and prioritize workload;
- Strong interpersonal skills;
- Excellent knowledge of MS Office.

Additional desirable competencies:

- Experience with Adobe applications (inDesign, Photoshop, Premiere pro) is an advantage;
- Experience with social media and website management;
- Knowledge about international humanitarian work and strong interest in the refugee cause;
- Experience with working in an international environment;
- Relevant work experience.

Location

The successful candidate will be based with the team in UNHCR's office in Copenhagen, Denmark, with potential homeworking depending on the evolution of the COVID-19 pandemic.

Conditions

The internship is associated with an internship agreement for 6-8 months. It is a full-time role with working hours starting from 9 AM to 5 PM, Monday to Friday (40 hours per week). The terms of the internship as defined by UNHCR practice include the payment of a monthly 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.

Special note:

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 by a vaccine that is approved by WHO, unless the candidate is based in a location with documented lack of access to COVID-19 vaccines.

To apply

Interested applicants should submit their letter of motivation, duly completed Personal History Form (PHF) and CV to hqpsphr@unhcr.org indicating “**Communications Internship**” in the subject of the email.

Personal History Forms are available at [PHF Form](#) / [Supplementary Sheet](#).

Closing date for the receipt of applications: Monday 17th October 2022 – Midnight CEST.

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.