



UNHCR

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

VACANCY NOTICE

Due Diligence Internship

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

Title: Due Diligence Intern

Vacancy No: CPH/VN/2022/043

Duty Station: Copenhagen, Denmark

Duration: Six months (possibility of 2 months extension)

Contract Type: Internship

Start Date: As soon as possible

Closing Date of Applications: 19 September 2022 Midnight CET

Organizational Context

UNHCR, the UN Refugee Agency, protects people forced to flee their homes because of conflict and persecution. We work in over 130 countries, protecting millions of people by responding with life-saving support, safeguarding fundamental human rights and helping them build a better future.

Reporting to the Due Diligence Officer, the Due Diligence Intern will help the Due Diligence team members with conducting research and analysis for UNHCR's Private Sector donors and partners – corporations, foundations/trusts and HNWI's.

The candidate will assist in all markets covered by the Due Diligence unit and perform other administrative tasks required by the team.

Duties and Responsibilities

The Due Diligence Intern will be expected to:

- Undertake extensive research based on the publicly available information in order to contribute to the Due Diligence screening reports for potential UNHCR Private Sector Partners (Corporations, Foundations/Trusts, HNWI)
- Screening reports should be filled out in a standard screening report form and shared with screening officers for review and final recommendation
- UNHCR Screening Criteria and additional ethical considerations must be incorporated into screening research to support analysis and contribute to the comprehensive screening recommendation
- Submit requested research in a timely manner, proactively maintain regular communication with the Due Diligence officer and regional screening officers
- Keep abreast of relevant business, economics, legislative, regulatory and corporate social responsibility (CSR) developments and trends in key UNHCR markets for PSP engagement.
- Perform other related research and administrative tasks as required

Essential Minimum Qualifications and Professional Experience Required

- Academic background in a relevant field such as: Social Sciences, Economics, Public Administration, International Relations, Business Administration, Public Relations
- Due Diligence/Corporate Social Responsibility academic or professional experience is an asset
- Excellent research, writing, analytical, organization and time-management skills
- Fluency in English is required; knowledge of another UN language is a strong asset
- Interest in current trends and practices of public-private partnerships, due diligence and corporate social responsibility
- Great attention to details, problem-solving ability, teamwork, proactivity and strong follow-up skills
- Computer proficiency: MS Office (additional web-based computer knowledge is an asset)

- Availability to work full-time

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** a 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 selected Due Diligence Intern will be based with the team in the UN City in Copenhagen, Denmark. The internship is a six-month full-time role with 40 working hours per week, from 8.30am to 5pm Monday to Friday. 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.

Obtaining and renewing current visas and residence permits including all associated costs, are the responsibility of the intern. Please note that the terms of 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.

For non-EU candidates, D-visa needs to be obtained before traveling to Denmark which takes 4 to 6 weeks. The UNHCR office will provide assistance on visa-related issues.

To Apply

Interested applicants should submit their letter of motivation and signed Personal History Form (PHF) to DENCOCMUHR@unhcr.org indicating “**Due Diligence Intern - CPH/VN/2022/043**” in the subject of the email.

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

As part of the recruitment process, the candidates might be requested to complete a technical assessment.

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 **19 September 2022 midnight (CET, Central European Time)**.