



UNHCR

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

Terms of Reference

Communications Intern

Private Sector Partnerships Service (PSP) in Denmark,
UNHCR, the UN Refugee Agency.

Exciting internship in UN City during fall-winter 2023/24!

Do you want to try working with communication for UNHCR, the UN Refugee Agency?

Right now, we are looking for a dedicated new intern who can help us communicate stories that will create engagement and support in Denmark for UNHCR's global work of protecting and assisting people who have been forced to flee their homes due to war, conflict and persecution.

As a communications intern, you will be exposed to the entire communications toolbox, numerous communications channels and a wealth of inspiring stories and up-to-date content on refugee emergencies from around the world. You will get plenty of practical hands-on experience and you will strengthen your skills within communication, including social media, fundraising, campaigning, media engagement and advocacy in close collaboration with skilled Danish and international colleagues.

You will be an essential member of our growing and dynamic private sector and fundraising team based in UN City in Copenhagen, which houses several of UNHCR's important global functions.

Background:

Established in December 1950, UNHCR is mandated to lead and coordinate international action to protect and assist refugees and to find durable solutions to their plight. During more than seven decades, UNHCR has helped more than 101 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 engagement with the general public and the private sector in all regions of the world.

This position sits within UNHCR's Private Sector Partnerships team covering Denmark (PSP Denmark).

UN City in Nordhavn, Copenhagen, currently hosts 11 UN organizations with 1,500 staff representing more than 100 nationalities.

Title: Communications Intern

Duty Station: Copenhagen, Denmark

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

Duration: 6-8 months, starting from August 2023

Advertisement start date: 22/05/2023

Application closing date: 04/06/2023

Organizational context

The Private Sector Partnerships (PSP) Services works in different regions: Europe, MENA, Americas, Africa, and Asia, and further decentralizes at local levels. The Communications Internship is part of PSP Denmark team, and is based in the UNHCR Office located in Copenhagen.

The PSP Denmark team was established in 2018 with the aim of building UNHCR's engagement in Denmark through compelling fundraising and engagement campaigns targeting the general public and through innovative partnerships with Danish foundations and corporates.

PSP Denmark is experiencing strong results and continued growth opportunities. It is therefore vital to further boost UNHCR's external communication activities in Denmark, and this Communications Internship will play a critical role in the continued expansion of the team's reinforced external communications and press activities.

The position

We are seeking a skilled and engaged intern who will assist with UNHCR's external communication, media engagement, advocacy and fundraising in Denmark in support of the world's refugees.

The intern will be part of the PSP Denmark team which consists of 9 employees and will learn first-hand about UNHCR's global work and how to connect with broad public audiences and the media, and how to drive campaigns, brand awareness and advocacy.

The culture in the team can be described as innovative, informal, cooperative and with 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 formal supervision of the Head of Individual Giving, and working closely with the Associate Communications Officer, the intern will be expected to:

- Assist in the management of UNHCR's activities in Danish on Facebook, Instagram and LinkedIn, including planning, researching, content production, translation and community management tasks;
- Assist in preparing media pitches and other forms of engagement with Danish media;
- Assist in managing relevant parts of UNHCR's Danish website, including content production and translation tasks (press releases, news articles, etc.);
- Support the development and the drafting of other forms of external communication, including thematic articles and donor impact updates;
- Research our extensive content hubs to select and convey compelling and engaging stories to the Danish public;
- 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 task, including various administrative tasks as required.

Essential minimum qualifications and professional experience required

The ideal candidate will be required to meet the following criteria:

- Be a recent graduate (completed studies within one year of applying) or a current student in a graduate or undergraduate programme from a university/higher education facility in the areas of communication, journalism, or similar;
- Have completed at least two years of undergraduate studies in the field of one of the above fields;
- Be fluent in English and Danish, with advanced writing and editing skills;
- Excellent analytical and communication skills;
- 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;
- Previous relevant experience is handled as an advantage, but not required.

Location

The selected intern will be based with the PSP Denmark team in the UN City in Copenhagen.

Conditions

The internship is associated with an internship agreement for an initial 6 months with a possibility of extension up to maximum 8 months. It is a full-time role, Monday to Friday (40 hours per week). This is a paid internship as per UNHCR policy.

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

Please apply on UNHCR's Career/HR page [Careers \(myworkdayjobs.com\)](https://myworkdayjobs.com). Only shortlisted candidates will be contacted directly by HR and invited for an interview. For more information, please check UNHCR's websites (www.unhcr.org and www.unhcr.dk)

For further questions on the content of the job, you may contact the Head of Individual Giving, PSP Denmark, Ms. Christine Egeskov Bak egeskovb@unhcr.org.

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. Refugees and other persons of concern to UNHCR are encouraged to apply.