



# UNHCR

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

## UNHCR

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### **Internship with Regional Resettlement Unit, UNHCR Regional Office Unit Pretoria**

**A UNHCR intern should have completed or is enrolled in a post-graduate degree programme in a Social Science, International Law or related field at a university level at the time of application and during the internship.**

**Internship position with UNHCR will be from the period of three to six months, beginning 20 November 2017 and on a full-time basis.**

**UNHCR has no provision for remuneration of Interns. All costs related with the Internship must therefore be borne by the Intern or his/her sponsoring institutions or governments, including costs relating to travel, living and accommodation. The Interns will be required to sign a code of conduct as well as an internship agreement with UNHCR stipulating the terms of contract.**

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#### **1. Organizational context:**

The intern will receive guidance from Resettlement staff. The UNHCR Resettlement Handbook, Resettlement objectives and work plans, UNHCR Global Policies, UNHCR financial/budgetary rules and regulations, Project Partnership Agreements and the Internship's Terms of Reference will guide the work of the Resettlement Intern

#### **2. Responsibilities (process and functions undertaken to achieve results)**

Assist with filing activities (physical files)

Digitization of files

Archiving

Assist with other case management activities

Correspondence duties, ensuring that decision letters are handed to refugees

Perform other duties as required.

#### **3. Language**

Applicants must, at the time of application have one of the following:

Fluency in English, i.e. oral and written proficiency required.

Knowledge of another United Nations language will be an advantage.

#### **4. Supervision**

This intern will be supervised and coached by the Resettlement Associate with overall management by the Senior Regional Resettlement Officer.

## **5. Subsequent Employment**

The purpose of the Internship Programme is not to lead to further employment with UNHCR but to complement studies, skills and experience. Therefore, there should be no expectation of employment at the end of an internship.

**In view of UNHCR rules and regulations, no access to FOCUS or MSRP data will be provided.** Please note that excellent writing and drafting skills in English is a requirement.

Please forward your curriculum vitae, confirmation that you have completed or are enrolled in a post-graduate degree programme, explanation of your interest in the work of UNHCR – to [rsapr@unhcr.org](mailto:rsapr@unhcr.org).

Please include “UNHCR Regional Resettlement Unit in the subject line.

Only short-listed candidates will be contacted.

**Closing Date: 06 November 2017**

Pretoria, 2017