

Internship at UNHCR Regional Representation for South Eastern Europe, Public Information Unit

Terms of Reference

The **United Nations High Commissioner for Refugees (UNHCR)** is looking for a **undergraduate or graduate student** interested in an internship at its **Public Information Unit in Sarajevo, Bosnia and Herzegovina**.

Candidates should be from the areas of **Social Communication (Journalism, Advertising or Public Relations) or International Relations**. Good communication skills (oral and written) are required, as well as excellent knowledge of English and Bosnian/Croatian/Serbian (BCS).

The **position available is full-time** (8 hours per day / 40 hours per week, from Monday to Friday). This is a **volunteer internship**, without **financial compensation**. The selected intern will receive a **Certificate of Internship** upon satisfactory conclusion of the assignment. An initial three-month Internship Agreement will be issued, being renewable for further three months upon agreement.

TERMS OF REFERENCE

1. Assignment Title: Public Information Intern

2. Duration: 3 months (renewable for an additional 3 months).

3. Location: Sarajevo, Bosnia and Herzegovina

4. Expected starting date: As soon as possible

5. Host Agency: United Nations High Commissioner for Refugees – UNHCR

6. Description of duties: Under the supervision of the Public Information Officer, the intern will perform the following activities:

- Collect press articles in national, regional, international press that pertain to refugee-related issues and to work of UNHCR;
- Assist with media monitoring and preparation of media monitoring reports/summaries;
- Translate news, reports and documents published at UNHCR websites from English to BCS and vice versa;
- Assist with content production and regular update of the UNHCR RR SEE web-site;
- Operate social media channels of UNHCR BiH and RR SEE;
- Classify and maintain adequate stock of PI materials, incl. photographs;
- Provide assistance in regards to PI events;
- Assist in responding to routine telephone and written enquiries from a the media, the public, NGOs, government bodies etc.;
- Draft correspondence, reports, fact sheets and PowerPoint presentations;
- Perform other duties as required.

7. Qualifications/Requirements:

- Undergraduate or Graduate student in Social Communication (Journalism, Advertising or Public Relations), Political Science or International Relations;
- Previous work experience will be relevant;
- Pro-activeness, flexibility and adaptability;
- Excellent interpersonal skills;
- Ability to work under pressure and manage stress efficiently.

8. Competencies:

- Computer skills: MS office, including Excel, Word and PowerPoint, and Internet.
- Language skills: Fluency in BCS and English (oral and written).
- Familiarity with social media is required.
- Familiarity with photographing techniques and editing skills are an asset.

9. Application: Detailed *curriculum vitae* (CV) and a motivation letter (both in **English**) should be sent to the UNHCR BiH general e-mail address bsnsa@unhcr.org , quoting reference "UNHCR PI Intern 2015".

General Information on UNHCR Internship Programme:

Definition

A UNHCR intern is a person who has recently completed or is enrolled in a degree programme at a university level at the time of application.

Purpose

The purpose of the internship programme is twofold:

- a) Primarily, provide interns with an opportunity to gain practical work experience related to their academic programme or future work in a field related to UNHCR's mission (e.g. international relations, international law, human rights, administration, public information, field work, etc.)
- b) Secondly, to provide UNHCR offices with the assistance of qualified interns specialized in various professional fields.

Status

Although interns are neither "staff members" nor "officials" within the meaning of the Convention on Privileges and Immunities of the United Nations of 13 February 1946, they shall observe all applicable rules, regulations, instructions, procedures and directives of the Organization.

Duration

Internships will normally last no less than two months and no more than six months. The internship programme is normally on a full-time basis. Exceptions may be granted if it is in the mutual interest of both the intern and the Organization and upon agreement of both parties.

General Conditions

Interns are not financially remunerated by UNHCR. Costs and arrangements for travel including travel arrangements to and from the location where the internship will be carried out, visas, accommodation and living expenses are the responsibilities of interns or their sponsoring institutions.

UNHCR accepts no responsibility for medical insurance of the intern or costs arising from accident and illness incurred during an internship. Interns should have their own insurance.

More information on the UNHCR Internship Programme are available at the web page <http://www.unhcr.org/pages/49c3646c49d.html>.

Please send any additional query to email address hadziasad@unhcr.org.