

Internship Opportunity
JORAM/HR/2018/Vac/076

Issue Date : 02/07/2018

Closing date: 14/07/2018

The Representation of the United Nations High Commissioner for Refugees (UNHCR) in Jordan looking for qualified full-time interns to start in July 2018 (or sooner if possible) for a period of up to 2-4 months. We encourage Arab-speakers in general, and Jordanian citizens in particular, to apply:

Background information/Organizational Context (brief introduction on UNHCR and on the functional unit/office where the intern will be placed, highlight the possible benefits of undertaking an internship assignment for these ToRs)

- **Duration:** 6 months at UNHCR Sub Office in Mafraq, Jordan
- **Hours:** Full time
- **Salary:** paid but with compensatory stipend
- **Dates:** Aug to December 2018

UNHCR has expanded its protection capacity to other governorates including Mafraq The Sub-Office in Mafraq covers the Zaatari Refugee Camp, Raba'a Al Sarhan Reception Centre, and Urban refugees living in Mafraq governorate The number of daily arrivals of refugees from Syria has decreased substantially. More than 160,000 Ayah FADA'N refugees have been registered in the area covered by the Sub Office including urban and camp refugees. Registered Syrian refugees in urban settings have relatively good access to basic public services (including health, education, shelter, supply of water and electricity).

The External relations unit operation in Sub-Office Mafraq covers all visits to Zaatari camp and Mafraq urban area. The unit caters to a minimum of eight visits from different entities including media outlets throughout the week, other work load include updating factsheets, preparing agendas, identifying suitable families for household visits, liaising with the NGOs for the site visits, updating the FAQ for the operation and visitors' log. In addition, preparing social media posts under the supervision of the External Relations officer, updating photo archive, preparing stories for the global website, assisting in the preparation of the messaging to the community and preparing PI lines and talking points as well as liaising with the camp authorities.

Currently the unit employs only two staff members and the work load is high. In order to continue to highlight profile of refugee needs residing in the area of responsibility of Mafraq, the unit is seeking additional support to create media content, set up awareness raising events, assist with high level missions to refugee locations and assist journalists and colleagues in content gathering. In view of the above an intern would be of much help to assist the unit in all aspects of the work.

Terms of Reference – Duties and Responsibilities

- Keep track of visits; and draft agendas as directed
- Fill the visits' log sheet, with all the questions raised during the briefings
- Assist in multimedia content creation including, drafting social media stories and posts, video production, editing and dissemination and photography
- Provide support to high level missions as required, including through photography
- Maintain and archive the Photo library
- Provide assistance during External Relations events;
- Provide secretariat support to the Executive Office, including taking minutes, preparing presentations
- Perform other duties as required, including assisting with events and mission logistics

Learning Opportunities

- General understanding of the work and mandate of the United Nations High Commissioner for Refugees, the role of different stakeholders within humanitarian work and the contribution of the individual staff member to the further of the goals of the organization.
- Shadowing of staff in the External Relations Unit, and other units as appropriate.
- Becoming more familiar with working in an international organization and in a multicultural environment.



UNHCR

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

- Gain an understanding of how various work strands work together under the umbrella of a country wide and regional External Relations Strategy, interlinking with the Jordan Country Operations Plan.

Minimum Qualifications and Experiences

- Education: Completed/completing undergraduate degree (Bachelor)
- Field of study: Related fields such as Communications, videography, Journalism, graphic design etc.
- Language skills: Written and spoken proficiency in English and preferably in an additional official UN Language of Arabic is essential
- Demonstrated interest in the field of refugees and the work of international organizations.
- Knowledge of regional context an advantage.
- Good oral and written communications skills and demonstrated research abilities and interest
- Internet proficiency as well as proficiency in MS Office (Word, Excel, PowerPoint) is required.
- Good working knowledge of various social media vehicles, as well as photo and video editing software.

Interested applicants should apply through the following link (<http://www.unhcr.jo>), attaching the Internship Scheme in pdf format with a covering letter in English explaining their interest. Kindly note that only electronic applications submitted through the website will be considered. Written test will be conducted for the shortlisted candidates.