



# Internship

**The United Nations High Commissioner for Refugees (UNHCR) is looking for a PI Intern for the National Office in Ljubljana, Slovenia.**

## Background

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The Office of the United Nations High Commissioner for Refugees is mandated to lead and co-ordinate international action to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and well-being of refugees. It strives to ensure that everyone can exercise the right to seek asylum and find refuge in another State, with the option to return home voluntarily, integrate locally or to resettle in a third country.

## The internship

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### Objectives:

The role of the PI Intern is to support the office in Slovenia in its daily activities.

The internship provides an opportunity for interns to gain experience in the field of refugee and asylum issues by assisting the National Office in Slovenia and learn to perform at high international standards at a UN agency.

The PI Intern will be working under the direct supervision of the Associate PI Officer, in collaboration with the Officer in charge and colleagues in the Protection, and Programme Unit.

### Tasks:

- Assist in collecting information, identifying and developing stories about refugees and asylum-seekers for UNHCR's media platforms;
- Generating content for social media;
- Assist in the preparation of print and digital communication materials;
- Assist in implementing campaigns, increasing office visibility, photo and video libraries as well as media and external stakeholder contact database.
- Assist in monitoring Slovenian and International media and preparing summary reports in English

- Assist in staging events, including international round table discussions, exhibitions, screening of documentaries, press conferences ect.
- Assist in interpreting/translating during meetings and conferences, translating of short documents and proofreading UNHCR and other documents translated into Slovene.
- Assisting with other administrative and logistical tasks if required.

### Duration:

The internship will last from three to six months, which might be further extended. Part-time internships will be considered (please state your availability in your application).

### Administration:

Internships at UNHCR are non-paid. UNHCR can not provide any financial assistance to travel or living costs of interns. For further information please visit: <http://www.unhcr-centraleurope.org/en/general/employment/internships.html>.

Upon completion of the internship, interns are provided with an official UNHCR attestation letter and upon request and agreement with the supervisor a letter of recommendation. The incumbent will be required to hold a valid medical insurance covering the full period of the internship.

## Application

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### Desired qualifications:

- On-going or finished studies in the field of social science, journalism, communications, international relations. Proven knowledge of or interest in international and EU asylum and human rights law.
- Fluency in both written and oral Slovene and English are essential, working knowledge of French or other official UN language is an asset.
- Computer literacy: Word, Excel, PowerPoint
- Good communication and co-ordination skills.

### How to apply:

Interested applicants are encouraged to submit their CV and motivation letter together with a UN Personal History Form (P.11 form). P.11 forms can be downloaded from: [www.unhcr.org/recruit/p11new.doc](http://www.unhcr.org/recruit/p11new.doc).

Complete applications should be submitted to the Officer in charge to [svnli@unhcr.org](mailto:svnli@unhcr.org) with the subject line: "Application for PI Internship".

**The deadline for applications is 11 December, 2016.**

**Please note that only candidates short-listed for a personal interview will be contacted.**