

TERMS OF REFERENCE FOR INTERNSHIP

Organizational Unit: Global Learning and Development Centre / Programme Learning Unit

Duty station: Budapest, Hungary

Duration of the internship: 3 months with possible extension - full-time

Expected start date: 01 April 2022

Background information/Organizational Context: UNHCR, the UN Refugee Agency, is a global organization dedicated to saving lives, protecting rights and building a better future for refugees, forcibly displaced communities and stateless people. The Global Learning and Development Centre (GLDC) provides complex staff development support to colleagues in UNHCR to learn new skills, acquire knowledge to improve their performance and to be able to better manage their individual career paths. The Programme Learning Unit (PLU) of the Global Learning and Development Centre (GLDC) supports learning in the functional areas of programme and operations management, interagency coordination, data and information management and technical operational themes such as public health, livelihoods, shelter and settlement, environment and WASH. Courses and materials are designed to help learners acquire knowledge and skills that are essential in the delivery of protection and solutions for people of concern to UNHCR.

We are seeking a dynamic and proactive team player, with a strong interest in learning and development, programme management and refugee issues. The selected candidate will get hands-on experience in digital learning solutions focusing on UNHCR programme management and will work in a multicultural team.

Duties and Responsibilities

- General administrative support of the PLU
- Administrative support of e-learning design
- Support of instructional video production (mainly preparation of subtitles, storyboards and transcripts)
- Ad hoc tasks as per the unit's needs and the intern's interest

Minimum qualifications required

- Recent graduate or current student who has completed at least two years of undergraduate studies
- Fluency in English, with advanced writing and editing skills
- Fluency in Spanish is desirable
- Additional UN languages are desirable, but not essential
- Highly organised and have good attention to detail
- Good experience using the Microsoft Office suite (Outlook, Word, Excel, and PowerPoint)
- Ability to multi-task and to prioritize workload
- Strong team player
- Cultural awareness

Eligibility

In order to be considered for an internship, candidates must meet the following eligibility criteria:

- Recent graduate (those persons who completed their studies within one year of applying) or current student in a graduate/undergraduate school programme from a university or higher education facility accredited by UNESCO; and
- Have completed at least two years of undergraduate studies in a field relevant or of interest to the work of the Organization.
- The candidate must be legally present in Hungary at the time of application as UNHCR is not in a position to support a visa or related application on behalf of the candidate.

An individual whose father, mother, son, daughter, brother or sister is a staff member of UNHCR, including a Temporary Appointment holder or a member of the Affiliate Workforce, is not eligible for an internship.

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.

Allowance

Interns who do not receive financial support from an outside party will receive an allowance to partially help to cover the cost of food, local transportation and living expenses.

To Apply:

Interested candidates should submit their [Personal History Form \(PHF\)](#) and its [supplementary pages](#) (if applicable), motivation letter and CV by e-mail to **DHR GLDC Admin Unit** HQDHRMAD@unhcr.org indicating **Programme Learning Unit Internship** by **15 March**.

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.

UNHCR does not charge a fee at any stage of its recruitment process (application, interview, meeting, travelling, processing or training).

We welcome applications from candidates with a refugee or stateless background.