1. Organizational context

The purpose of this internship is to assist the UNHCR Field Office in Cape Town to provide assistance to vulnerable refugees and asylum seekers; making the Field Office more accessible to our Persons of Concern (PoC’s).

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

The Intern, under the supervision of a UNHCR Protection Associate, will be exposed to various protection-related activities of the Field Office. The internship will include the following activities:

- Provide advice and assistance on protection issues to POC’s through intake and protection interviews.
- Assist with drafting meeting minutes and writing reports as required.
- Provide support to the coordination of protection and multi-stakeholder events and meetings.
- Assist with outreach events such as community programmes and meetings.
- Any other duties as required.

3. Qualification and Experience

- Applicants should have at least a first university degree, preferably in International Studies, Refugee Law, Social Sciences or similar field, or is enrolled in a post-graduate degree programme in a related field at the time of application and during the internship.
- Fluency in English, i.e. oral and written proficiency required.
- Please note that excellent writing and drafting skills in English is a requirement. Knowledge of another United Nations language will be an advantage.

4. Terms of the Internship

- The internship position with UNHCR will be for a maximum of six months between February 2018 and July 2018 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.
- The purpose of the internship is not to lead to further employment within UNHCR but to complement studies, skills and experience. Therefore, there should be no expectation of employment at the end of an internship.

Interested candidates are invited to send a CV, motivation letter and a completed Personal History Form prior to the closing date of this vacancy to the address below. Please include the position title in the subject line.

coulson@unhcr.org

Personal History Forms are available at [www.unhcr.org/recruit/p11new.doc](http://www.unhcr.org/recruit/p11new.doc)