**TERMS OF REFERENCE FOR INTERNSHIP**

**Title: External Relations Assistant**

**Organizational Unit: External Relations Unit**

**Duty station: Addis Ababa**

**Contract Type: Internship**

**Duration:** 6 months

**Expected start date:** July 2023

**Background information/Organizational Context**

The UN High Commissioner for Refugees (UNHCR) supports the Government of Ethiopia and regional authorities to provide life-saving assistance and protection services to millions of refugees and internally displaced persons in the country. The Agency is also supporting the implementation of the engagements made by the Government of Ethiopia during the 2019 Global Refugee Forum with regards to the creation of additional jobs and livelihoods, the provision of quality training, the strengthening of the asylum system and social protection as well as the provision of renewable energy solutions.

The needs of refugees and IDPs are significantly underfunded in Ethiopia at only 53% in 2022. Funding gaps deeply impacts the provision of live saving interventions, including in the areas of protection, shelter, health, WASH, education, as well as in urban settings.

Based in Addis Ababa, under the direct supervision of the Reporting Officer, and in close coordination with the Senior External Relations Officer, the External Relations Assistant will have a key role in supporting donor engagement efforts, including with new partners, such as China, and the private sectors. S/he will support the team a in supporting additional funding opportunities and preparations of project proposals.

Undertaking an internship with UNHCR in Addis Ababa provides an excellent opportunity for the External Relations Assistant to familiarize her/himself with the work of a multi-lateral organization like UNHCR, to build experience in the area of external engagements and fundraising, and liaise with counterparts from China, both government and private sector.

**Duties and Responsibilities**

* Support the efforts of the external relations team in Addis in engaging with new partners, including non-traditional donors and the private sector, in particular with China.
* Contribute to fundraising efforts, including by supporting the preparation of proposals for potential donors, such as China, and for the private sector.
* Assist the external relations in team in preparing and participating in external meetings or events, including with our government donors or other partners.
* Any other duties as required.

**Minimum qualifications required**

* BA or MA in international relations, political or social affairs, communications, journalism or any other similar field (BA required / MA desirable).
* Fluency in English.
* International experience (study or employment).
* Excellent communication skills, both written and oral.
* Experience in external engagement (desirable).

**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 two years 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.

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

**Allowance**

Interns will receive an allowance to partially help to cover the cost of food, local transportation and living expenses.

**To Apply:**

(the operation does not need to fill this part, it will be filled afterwards by the sponsoring institution)

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.