**TERMS OF REFERENCE FOR INTERNSHIP**

**Title:** Any

**Organizational Unit:** Security unit of the Regional Bureau for East Horn Africa and Great Lakes

**Duty station: Nairobi**

**Contract Type: Internship**

**Duration:** 6 months

**Expected start date:** July 2023

**Background information/Organizational Context**

The security unit of the Regional Bureau of East, Horn Africa and Great Lakes, supports the Director’s decision making by sharing reports, comments and analysis and by supporting the field operations to meet their needs. The security unit monitors the security trends in the region in view to anticipate any threats against the staff members, the refugee operations and against the persons of concerns. The primary role of the security unit is to support and advise. Security officers are present in all the challenging field operation. To facilitate the work of the intern in the security unit, the latter should have studied one or more of these fields: International relations, security management, communication, Information technology (highly required to support innovation), statistics, English writing skills, Information analysis, etc. The candidate will be coached by the security team.

**Duties and Responsibilities**

* Draft reports including weekly report from field contributions
* Contribute to draft newsletters
* Monitor security events
* Analysis of security statistics

**Minimum qualifications required**

* Information Technology
* Communication
* Reporting
* Excel, Word, Power Point

**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.