

TERMS OF REFERENCE FOR INTERNSHIP

Organizational Unit: Programme Unit

Duty station: Baku, Azerbaijan

Duration of the internship: 15 February 2024 – 14 August 2024 (with possible extension)

Expected start date: 15 February 2024

Background information: The Office of the United Nations High Commissioner for Refugees (UNHCR) 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, return home voluntarily, integrate locally or resettle in a third country. Based in Baku, UNHCR Azerbaijan aids refugees, asylum-seekers, internally displaced persons, stateless persons and persons of undetermined nationality residing in Azerbaijan.

UNHCR Programme Unit is responsible for the administration of partnership projects with NGOs, operational financial management and specific support programmes for the forcibly displaced persons such as healthcare, cash assistance, access to school and tertiary education and promoting self-reliance. Its routine work also includes extensive liaison with government and non-government stakeholders, results planning, performance analysis and reporting.

Internship Objectives:

- Provide interns with an opportunity to gain practical work experience related to their academic background or future work in a field related to the UNHCR's mission.
- Allow interns to contribute to the work of an international organization and gain experience of working in a multinational environment.

Duties and Responsibilities:

The Programme Unit intern, working under supervision of the Senior Programme Associate, will perform the following functions:

- Support refugee self-reliance and access to tertiary education programmes.
- Do desk research and data collection as required for ongoing operational needs.
- Collect feedback from beneficiaries through phone interviews to evaluate quality of services provided by UNHCR and/or its contractors and partners.
- Provide support in organizing various events such as community meetings, trainings and workshops.
- Translate documents and correspondence from English into Azerbaijani and vice versa.
- Provide interpretation at the meetings with various stakeholder organisations.
- Prepare minutes of the meetings / notes for the file.
- Assist in filing documents submitted by vendors, partners and internal correspondence.
- Complete all mandatory UNHCR online training programmes applicable to UNHCR personnel;
- Any other programme and project control duties as assigned by the supervisor.

Eligibility and minimum qualifications required:

- National of Azerbaijan.
- Graduation from a university in Azerbaijan or abroad in the year 2022 or 2023; or with expected graduation in 2024 with an academic degree in international relations or business administration.
- Fluency in written and spoken Azerbaijani and English. Knowledge of Russian and other languages will be an asset.
- Ability to work fairly, independently and demonstrate initiative and flexibility to effectively benefit from the internship.
- Computer literacy.
- Excellent interpersonal and communication skills.

Duration:

The minimum duration will be six months and the maximum eight months.

Work schedule: Monday-Friday, 9:00-17:00, office-based or remotely depending on tasks.

Status:

Interns are considered gratis personnel and the period of internship will not be remunerated. However, interns will be provided with the allowance for food and transportation.

How to apply:

Please follow the link to proceed with the application for the vacancy:

<https://www.unhcr.org/careers-unhcr>

Careers – Current Vacancies – sort by Location or search by JobRequisition #JR2334470
Programme Unit Intern

Please note, that UNHCR do not accept any applications from other sources LinkedIn, email, etc.