

TERMS OF REFERENCE FOR INTERNSHIP

Organizational Unit: Protection Unit

Duty station: Baku, Azerbaijan

Duration of the internship: 1 November 2024 – 15 January 2025 (with the possible extension)

Expected start date: 1 November 2024

Application End Date: 13 October 2024

Background information/Organizational Context: UNHCR Azerbaijan is located in Baku and provides assistance to refugees, asylum-seekers, internally displaced persons, stateless persons and persons of undetermined nationality residing in Azerbaijan.

After the end of the second Karabakh conflict the return of IDPs after almost three decades in displacement became possible and UNHCR assists the Government in its comprehensive framework for IDP returns in line with international standards.

By the end of 2023 Azerbaijan hosted 657,749 IDPs, 1,570 refugees, 173 asylum-seekers and 513 stateless persons. Most refugees do not have a clear legal status in Azerbaijan, but since 2020 they have legal access to the labour market and inclusion in the national health insurance scheme, this is in addition to access to education.

UNHCR's operational context in Azerbaijan revolves around sustainable durable solutions for internally displaced individuals, refugees, asylum seekers, stateless persons, protection and assistance UNHCR aims to ensure it with the respect to the well-being and rights of forcibly displaced populations through collaboration with the government entities and other stakeholders

Objective:

- Provide interns with an opportunity to gain practical work experience related to their academic programme or future work in a field related to the forced displacement.
- Allow interns to contribute to the work of the international organization and to gain experience in this area.

Duties and Responsibilities:

The Protection intern, working under the overall supervision of the Associate Protection Officer and direct supervision of the Senior Protection Assistant, will undertake the following functions:

- Provide support in organizing trainings and workshops,
- Interpret during the counseling sessions and interviews with PoCs or in other settings,
- Liaise with forcibly displaced persons and their communities as required,
- Attend meetings and prepare minutes/notes for the file of the meetings,
- Translate documents and correspondence from English into Azerbaijani and vice versa,
- Assist in filing documents,
- Assist in conducting surveys,

- Assist in digitization exercise,
- Complete all mandatory UNHCR online training programmes that are applicable to UNHCR personnel,
- Any other duties as assigned by the supervisor.

Minimum qualifications required:

- Recent graduate or current student in a graduate/undergraduate school programme from a university or higher education facility accredited by UNESCO,
- Have completed at least two years of undergraduate studies in law, human rights, political science, international relations, public policy, public administration,
- Excellent knowledge of English, fluency in Azerbaijan and Russian, knowledge of other languages will be an asset,
- Ability to work fairly, independently and demonstrate initiative and flexibility to effectively benefit from the internship,
- National of Azerbaijan or holder of the Permanent Residence permit,
- Computer literate.

Duration:

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

Conditions: Monday-Friday, 9:00-17:00, presence in the Office located or Refugee Reception Centre located, as requested by the supervisor.

How to Apply:

Interested applicants are invited to apply online and complete the mandatory motivation letter. For help with logging in to the Workday External Portal, or with online applications, please contact the HR Unit or Global Service Desk at globalsd@unhcr.org well before the deadline to allow sufficient time for any technical problem to be resolved.

External vacancies are posted on the external UNHCR website and applicants who do not have internal status must apply through the external UNHCR website.

<https://www.unhcr.org/careers.html> – Careers – Current Vacancies – sort by Location or search by Job Requisition #JR2447666 Protection Unit Intern.

Applications will be accepted only via the online portals. Please do not send application via email.