



**UNHCR**

United Nations High Commissioner for Refugees  
Haut Commissariat des Nations Unies pour les réfugiés

# Terms of Reference

## Private Sector Partnerships (PSP) Unit

### Internship

UNHCR, the UN Refugee Agency, is offering an internship position within the *PSP Regional unit* in *Dubai, UAE*.

Established in December 1950, UNHCR is mandated to lead and coordinate international action to protect and assist refugees. In more than five decades, UNHCR has helped more than 50 million people restart their lives. Today, UNHCR staff in more than 120 countries continue to help and protect millions of refugees, returnees, internally displaced and stateless people.

UNHCR is a global organization dedicated to saving lives, protecting rights and building a better future for refugees, forcibly displaced communities and stateless people. Every year, millions of men, women and children are forced to flee their homes to escape conflict and persecution. We are in over 125 countries, using our expertise to protect and care for millions.

**Title:** PSP Intern

**Duty Station:** Dubai

**Duration:** 3 Months (with possible extension for 3 months).

**Contract Type:** Internship (monthly allowance will be provided, as per UNHCR policy)

**Closing date:** 23<sup>rd</sup> May 2021

**Start date:** 1<sup>st</sup> June 2021

**Salary:** AED 700/week

### Organizational context:

The PSP unit in MENA is primarily focused on raising funds and awareness from the private sector across the MENA region. This is done both online and offline and with a wide range of partners to include high net worth individuals, corporations and foundations. Based in the

UAE the PSP unit focuses on advocating for refugees and other people of concern using multiple channels of engagement, such as digital and direct relationship management.

## The position:

We are seeking a dynamic and proactive team player, with a strong interest in CSR, NGOs and refugee issues, to complete a three-month internship within UNHCR's PSP unit.

The PSP unit works to raise the profile of UNHCR among the private sector, enhance the image of UNHCR internally and works across UNHCR divisions, sections and the field to promote an integrated approach and to inspire engagement with the public (individuals, corporations and foundations).

You will work closely with the fundraising team and other members of the private sector partnerships section. Liaising with UNHCR's wider networks you will support the development of UNHCR's image, agenda, and compliance across the organization, and will play your part in achieving UNHCR's strategic ambitions; contributing to the protection of people forced to flee.

## Duties and responsibilities:

***Under the overall supervision of Senior PSP Associate, the main tasks of the PSP***

***Intern will be the following:***

- Providing research and analysis support and producing concise summaries for different projects.
- Provide drafting support for concept notes, proposals, and progress reports.
- Support in creating, updating, compiling, and recording (Salesforce) cultivation plans for priority prospects and donors.
- Support in preparing the necessary research and materials for upcoming meetings for PSP account managers with prospects and donors.
- Other tasks as required.

## Essential minimum qualifications and professional experience required:

- Fluency in written and spoken Arabic and English is imperative.
- An undergraduate or postgraduate degree from a credited university; in the fields of business, commerce, or economics.
- Strong understanding of the corporate landscape in the Gulf
- Strong passion for refugee affairs, and for UNHCR's work.
- Awareness of humanitarian affairs, and good writing skills.
- Attention to detail and a results-oriented team player.
- Have excellent communication skills with strong interpersonal and negotiation skills.
- Be fluent in English, with advanced writing and editing skills.

## Location:

The successful candidate will be based with the team in Dubai. Our Office is in International Humanitarian city, near Al Maktoum Airport.

## Conditions:

Applicant should be recent graduate or current student who has completed at least two years of undergraduate studies Recent graduates are to be considered those persons who completed their studies within one year of applying for an internship with UNHCR.

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

Selected candidates will have to arrange for their own residency visa in UAE. Candidates holding valid residency UAE visa are encouraged to apply. Kindly mention your residency status in Application.

The internship is for Three months (with possible extension for 3 months) and the start date is in 1<sup>st</sup> June. It is a full-time role with working hours starting from 9am to 4pm (without lunch break) & 9am to 4:30pm (with lunch break) Sunday to Thursday.

## Allowance:

Interns who do not receive financial support from an outside party will receive an allowance to partially help to cover the cost of food, local transportation and living expenses.

## To apply:

Interested applicants should submit their letter of motivation, Personal History Form (P11), and CV to [SAURIHR@unhcr.org](mailto:SAURIHR@unhcr.org) indicating **PSP Intern** in the subject of the email.

P11 forms are available at [www.unhcr.org/recruit/p11new.doc](http://www.unhcr.org/recruit/p11new.doc)