

## **UNHCR SPAIN VACANCY ANNOUNCEMENT**

### **Ref. num. SPA/2019/12**

Date of advertisement: 01/08/2019

Application deadline: 15/08/2019

Title: **Protection Intern**

Type of contract: **Internship**

Organizational Unit: **UNHCR Country Office in Spain - Protection Unit**

Location: **Madrid (Spain)**

Duration: **6 months. Expected start in September 2019**

#### **Background information/Organizational Context**

UNHCR is the UN Refugee Agency for Refugees, dedicated to saving lives, protecting rights and building a better future for refugees, forcibly displaced communities and stateless people. The UNHCR Country Office in Spain deals with international protection issues and plays an active role in the asylum procedure. The Office advocates for the rights of refugees and asylum-seekers while promoting political, social and financial support for them.

#### Organizational Context

The protection of refugees, IDPs, asylum seekers and statelessness is the core of UNHCR's mandate. UNHCR is engaged in ensuring that persons forced to flee and stateless persons may enjoy basic human rights and not be returned against their will in a country in which they may be subjected to persecution. In Spain UNHCR works with refugees, relevant institutions as well as civil society to ensure the protection of refugees and stateless persons. UNHCR supports the Spanish Government and other competent authorities in strengthening asylum legislation, ensuring that policies, laws and implementation practices are in line with the 1951 Geneva Convention on the Status of Refugees and other international standards, including through training, capacity building and technical support. In addition UNHCR carries out activities in the field of integration, child protection and SGBV prevention, with an AGDM and community based approach. UNHCR in Spain is present in Madrid and has small field presence in the cities of Melilla, Algeciras/Ceuta and Málaga.

#### The position

This position is primarily intended to provide interns with the opportunity to undertake a work experience in the field of international protection, linked to their university studies that could help them to provide guidance on their future careers. It is also meant to provide support to the work undertaken by the Protection Unit while acquiring experience on interaction and team work. The intern will support the protection unit of the UNHCR Spain office in all relevant activities, with a particular focus on management of individual cases, data collection and analysis, Country of Origin Information research and the drafting of legal notes. The intern will have the opportunity to strengthen and deepen his/her knowledge acquired during university studies on asylum, refugee protection and related issues through his/her work experience in close coordination with protection colleagues and the direct contact with refugees.

The intern will be supervised by a Senior Protection Associate or a Protection Associate who will give regular guidance and advice to the incumbent.

#### **Duties and Responsibilities**

- Support the Protection Unit in data collection and analysis of arrival and asylum trends;
- Carry out research of Country of Origin Information and legislation;
- Cooperate in the drafting of legal and policy notes;
- Support the Protection Unit in analysis of legal documents and positions including EU legislation;
- Monitor and summarize relevant international and national jurisprudence;
- Addressing individual queries and meeting persons of concern as required;
- Register and systematize case information;
- Provide information and guidance to persons of concern telephonically and in person;
- Support with the translation (English/Spanish) of relevant documents;
- Collaboration in the organization and/or participate in relevant trainings and public events upon Office request;
- Perform other protection-related duties as required;
- Any other tasks as needed.

The intern will be trained and supported in his/her work.

### **Minimum qualifications required**

- Be a recent graduate (completed studies within one year) 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 (i.e. Law, Political Science, International Relations or related areas).
- Be available to work full time for a six-month period, Monday to Friday: 9.00-17.15hr.
- Fluency in Spanish and English (with advanced writing and editing skills). Additional languages would be an asset.
- Have advanced experience using the Microsoft Office suite (Outlook, Word, Excel and Powerpoint).
- Have excellent research and organizational skills.
- Have good inter-personal skills and be a keen team-player.
- Previous relevant working experiences with refugees and asylum issues is an asset.
- Capacity to adapt to the requirements of the operation.
- Respect for diversity and capacity to work in stressful contexts.
- Flexibility and capacity to work autonomously.

### **Other relevant conditions**

- Internships do not carry any expectation or entitlement to employment with UNHCR at the conclusion of the internship or at any time thereafter. Interns are not considered in any respect as a staff member of UNHCR. Interns shall not be eligible to apply for, or be appointed to, positions in UNHCR during the period of internship and for a period of six months following the end of their internship. Interns may be hired as individual contractors without a break in service, provided they have the required qualifications and professional experience.
- Interns are not remunerated but are entitled to receive a food and local transportation allowance.
- UNHCR is not responsible for the costs of travel, visas, accommodation, vaccines or living expenses associated to the internship.

**How to apply - PLEASE READ CAREFULLY:**

Please download a **Personal History Form (PHF) and Supplementary Sheet (if needed)** from <http://spain.unhcr.io/land.php>. Then register/login in, complete the online application form and upload your signed PHF in pdf format **no later than 15/08/2019, 23:59 CET**.

Incomplete applications will not be considered.

Shortlisted candidates will be required to hold an interview.

**Only applications from candidates who are short-listed will be acknowledged.**