**TERMS OF REFERENCE FOR INTERNSHIP**

**Title: Protection Intern**

**Organizational Unit: UNHCR**

**Duty station: Dar es Salaam**

**Contract Type: Internship**

**Duration: 6 months**

**Expected start date: July 2023**

**Background information/Organizational Context**

Tanzania has a long history of generosity in granting asylum to refugees from many of its neighboring countries, including naturalizing over **162,369** Burundians, among others. As of 31 December 2022, Tanzania hosted a total of **247, 207** refugees and asylum seekersout of which 206,350are camp-based refugees and asylum seekers, mostly from Burundi and Democratic Republic of Congo (DRC). There are 166,665 refugees and asylum-seekers from Burundi, 80,043 refugees and asylum seekers from DRC, and 499 from other nationalities. Most of these refugees and asylum-seekers are hosted by the Government of Tanzania in two refugee camps in North Western Tanzania: Nyarugusu and Nduta. A small population of refugees of mixed nationalities (194 individuals) are hosted in urban areas, mainly in Dar es Salaam where the internship placement will be based (Protection Unit at the Representation Office in Dar es Salaam).

The purpose of internship is to enable the intern to be familiar with UNHCR’s work in order to use his/her education background, working experience and personal commitment to the UN system in the future.

**Duties and Responsibilities (Terms of Reference-Protection Intern)**

Under the assistance and supervision of the Associate Protection Officer (NOB), the intern will perform the following duties and responsibilities:

* Support the reception of asylum-seekers and refugees who approach UNHCR Representation Office for protection and assistance
* Support in conducting interviews, providing protection counselling, consultation and assistance to asylum-seekers and refugees in urban areas.
* Preparation for protection meetings including making the meeting minutes
* Preparation for protection workshops and other capacity building activities for partners together with other colleagues
* To support the refugee eligibility process including the training and capacity building
* To support resettlement processes including filling the Resettlement Registration Form and interview the Persons we Serve
* Filling of individual cases records in the CHRON files and individual files
* Write Individual Assessment/Note for the Files following Consultation and draft of letters
* Update the Reception/Registry list of all persons approaching Dar es Salaam
* Conduct research for Country of Origin information (COI) and any other information required
* To conduct research, submit reports and draft the project proposal, concept notes, the SOPs, and MOU as required
* Perform other protection activities as may be requested by the supervisor.

**Eligibility**

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.

**Minimum qualifications required**

* University degree required.
* Fluency in English required; a second UN language will be an advantage.

**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.