**TERMS OF REFERENCE FOR INTERNSHIP**

**Title: Protection Associate**

**Organizational Unit: Protection**

**Duty station: UNHCR Nairobi BO**

**Contract Type: Internship**

**Duration:** 6 months

**Expected start date:** July 2023

**Background information/Organizational Context**

Organization mission and objectives

The Office of the UNHCR was established on 14 December 1950 by the UN General Assembly. The agency 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 safe refuge in another State, with the option to return home voluntarily, integrate locally or to resettle in a third country ([www.unhcr.org](http://www.unhcr.org)).

Context

UNHCR Kenya provides protection and assistance, and facilitates access to durable solutions, for nearly 550,000 refugees and asylum-seekers in Kenya from Somalia, South Sudan, the Democratic Republic of the Congo, and a range of other countries from across the region. Persons of concern reside primarily in the camps and settlements in Dadaab, Kakuma and Kalobeyei, with approximately 16% of the population residing in Nairobi and other urban areas. Approximately 76% of the population are women and children, and around 30% are children and youth between the ages of 14 and 25 years.

The Protection Associate will function under the direct supervision of the Associate Child Protection Officer. Refugees management database has been handed over to the Government of Kenya in 2016, while UNHCR continues to provide technical and capacity development support to further enhance the procedures and the quality of registration and data management in accordance with the registration standards.

**Duties and Responsibilities**

Under the direct supervision of the Associate Child Protection Officer, the Protection Associate will undertake the following tasks:

* Follow up on the process to ensure roll out of proGres modules to the partner organization, including on child protection and GBV.
* Coordinate with the focal persons at the UNHCR HQ on the rollout of proGres.
* Respond to inquiries in collaboration with relevant colleagues coming from the partner organization in regard to proGres v4.
* Update proGres v4 user guidance where necessary to reflect the operations of the partner organization.
* Support updating relevant SOPs
* Organize refresher training or follow-up sessions for partner organizations to ensure effective utilization of proGres.
* Oversee the management of interpreters (under the supervision of the Information Management Officer)

**Minimum qualifications required**

* Demonstrated interest and/or experience in **refugee and asylum seekers protection and data analysis.**
* Previous experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) would be highly regarded.
* **English** 
  + mandatory ☒ optional ☐
  + working knowledge ☐ fluent ☒

**Eligibility**

In order 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.

**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.