**TERMS OF REFERENCE FOR INTERNSHIP**

**Title:** Communications Intern

**Organizational Unit:** Communication

**Duty station:** Quito

**Contract Type: Internship**

**Duration:** 6 months

**Expected start date:** July 2022

**Background information/Organizational Context**

Ecuador is a country of destination and transit for persons in need of international protection. Over the past two decades, Ecuador has been hosting more than 74,000 recognized refugees (mainly Colombians) and has become the third main destination and transit country for Venezuelan refugees and migrants, after Colombia and Peru, with an estimated 502.000 Venezuelans living in the country.

UNHCR has offices in Pichincha, Esmeraldas, Carchi, Sucumbíos, and Guayas provinces, providing the office with strategic presence in key locations where refugees and migrants have settled and where work in local integration is essential. In this context, efforts in reducing xenophobia and promoting interactions between refugees and locals is key, especially in a post-pandemic conditions where both refugees and locals are severely affected by poverty and lack of access to livelihoods.

Hence, UNHCR in Ecuador has a strong integration and peaceful coexistence perspective as a durable solution for refugees who cannot return home. This includes efforts in engaging private and public actors in supporting integration efforts through, inter Alia, employment, entrepreneurship, sports and arts, all advocating for better conditions for refugees to contribute meaningfully to the host country. Moreover, UNHCR support the government in delivering on their responsibility to protect people with international protection needs, as well as other efforts to integrate displaced people in the country including regularization processes.

In this sense, UNHCR’s work in communications and advocacy is cross-cutting and supports strategic operational objectives through, among others, visibility, communicating with refugees and locals and public advocacy afore a wide set of actors.

**Duties and Responsibilities**

The Communications intern accompanies and supports the Communications Unit at national level and local focal points in field offices. Activities and tasks include:

* Support the communications team in maintaining UNHCR’s presence on social media. This may include creating content from scratch, processing content delivered by field offices (normally pictures and information) to post on social media, drafting copy and choosing content, as well as providing guidance to field offices on which content works better for UNHCR’s social media channels.
* Support in producing bi-weekly bites to keep external and internal stakeholders abreast of the latest content produced in the operation.
* Support in preparations (content, logistics, etc.) of special key events, including World Refugee Day.
* Support in key reporting efforts, including in identifying and writing inputs, updating and producing the monthly report as well as the national, thematic and field office fact sheets. On occasions, the intern may also be required to support in drafting the internal weekly report.
* Support the communications team in interagency efforts, including identifying opportunities to communicate about the GTRM (launch of data reports, special events, etc.)
* Support the communications team in the production of multimedia content handling transcriptions of interviews and identifying main soundbites to highlight. The intern may also be required to help conduct remote interviews with refugees.
* Support the communications and protection units in producing and designing communications with communities content and dissemination strategies, to keep refugees and other displaced people informed of their rights, where to get help and other key information for their protection and integration.

**Minimum qualifications required**

* University degree on social science, art, journalism, or related areas.
* Good knowledge of refugee and human rights law at an international level desirable.
* Interest in working with refugees and or/human rights field
* Previous voluntary work experience (desired)
* Fluency in oral and written English; Spanish is mandatory.
* Ability to communicate sensitively and effectively with people from diverse backgrounds, including vulnerable people**.**
* Good use of Adobe Suite (illustrator, photoshop, premier, etc.) and online tools like Canva desirable.
* Ability to time-manage and organise a varied workload including tasks with strict and urgent deadlines**.**

**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.