

**Vacancy Notice**  
**Internal/External**

**Position Title:** Protection Intern

**Vacancy Number:** Intern-21-01

**Duty Station:** Shiraz

Interested applicants should directly send their Personal History Forms to email address: [irntevac@unhcr.org](mailto:irntevac@unhcr.org).

For more information, visit: <https://www.unhcr.org/ir/unhcr-iran/>

**Closing date: 03 February 2021**

**Please make sure you will mention the Vacancy Number (Intern-21-01) in the subject line of your email.**

Short-listed candidates may be invited for Written Exam.

Applicants who do not submit the Personal History Form; or do not mention the vacancy number at subject line of their emails; or those who apply after the deadline will not be included in the list of applicants.

**Terms of Reference (ToR)**  
**UNHCR Sub-Office Shiraz**  
**Protection Unit – Intern**

Under supervision of the Protection Associate the main duties and responsibilities of the intern are:

- Assist in responding to calls and letters from persons of concern who are seeking information and advice,
- Assist with dissemination of information through phone regarding UPHI,
- Keep regular contacts with cases as requested by the supervisor,
- Translate the local news affecting the refugees in the AoR and other documents as relevant,
- Translate monthly reports of UHLs,
- Gather and analyse information and prepare briefing notes and background papers on political, legal, social and economic developments which affect UNHCR protection activities in the AoR,
- Review and collect news from local papers and submit it daily,
- Prepare weekly news for submission to ORT,
- Participate in, when relevant, and take note and report from seminars, meetings and other events relevant for the organization,
- Undertake other relevant duties as requested by the supervisor and Head of the Office.

**Terms and Conditions:**

- The period of the internship will be of minimum 2 to maximum 6 months.
- The intern is expected to work on a full-time (8 hours/day) basis at the UNHCR Sub-office in Shiraz.

**Eligibility**

- Be a recent graduate or current student in a graduate/undergraduate school programme from a university or higher education facility accredited by WHED (Recent graduates are to be considered those persons who completed their studies within one year of applying for an internship with UNHCR. / Current students are to be considered those who have completed at least two years of undergraduate studies in a field relevant or of interest to the work of the Organization, preferably in social sciences, humanities or other related fields);
- 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.

**Qualification/Required skills and experiences:**

- Good computer skills (particularly in Microsoft Word, Excel, and Power Point),
- Excellent competency in English and Persian,
- Good teamwork skills and ability to perform duties in a timely manner.

**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 and local transportation.

**As per Human Resources regulations, the intern should have no expectation of employment at the end of the Internship. Interns are not eligible to apply for a position with UNHCR during the period of Internship and for the six months immediately following the Internship's expiration date.**