

TERMS OF REFERENCE FOR INTERNSHIP

Organizational Unit: Protection and Solutions Unit, UNHCR Multi-Country Office Washington

Duty Station: Washington, D.C.

Position Title/Type: PSU Intern (Individual Case Team-Detention Hotline or Resettlement)

Duration of the Internship: Between 12 weeks and 6 months

Expected Start Date: 1 May 2023 (flexible)

Application Period: 2 March to 2 April 2023

Application Link: https://unhcr.wd3.myworkdayjobs.com/en-US/External/details/PSU-Intern_JR2313719

Background Information/Organizational Context:

The United Nations High Commissioner for Refugees (UNHCR) Regional Representation for the USA and the Caribbean, based in Washington D.C., seeks interns to assist staff in its Protection and Solutions Unit.

UNHCR's Protection and Solutions Unit (PSU) serves asylum seekers, refugees, and stateless persons in the territory of the United States (U.S.), promoting protection in law and policy, as well as engaging in U.S. resettlement policy and local integration issues. The PSU's resettlement staff also support UNHCR's Caribbean Unit by managing refugee resettlement operations out of the Caribbean states and territories. The PSU informs government officials, attorneys, and NGOs about international standards of refugee protection and protection for stateless persons. Staff regularly meets with partners to discuss U.S.-specific issues related to refugee protection and statelessness, provides comments on proposed legislation and regulations, submits amicus briefs on select legal issues, engages with the U.S. government to provide technical assistance or advice to promote consistency between U.S. policy and international standards, and conducts training and public presentations to a range of audiences. Throughout all these endeavors, UNHCR maintains close communication with government partners in a range of U.S. agencies to ensure that our cooperative relationship is maintained.

The Individual Case (IC) Team facilitates a central part of UNHCR's work in the U.S. to provide information on the laws, policies, and procedures for seeking protection in the United States to asylum-seekers, NGOs, attorneys. In this context, the PSU team maintains a detention center hotline, through which detained protection-seekers can contact UNHCR with requests for assistance. Protection-seekers and other persons of concern can also contact the PSU Individual Case team with requests for assistance through email, letter and voicemail modalities.

The Resettlement Team of the PSU works primarily in three areas including: identifying, interviewing, and submitting for resettlement refugees out of the Northern Caribbean region; U.S. resettlement policies impacting global resettlement; and U.S. policy regarding refugees resettled in the U.S.

PSU is recruiting interns to support UNHCR's work in the Individual Case Team and the Resettlement Team. Interns working within the Individual Case Team will focus on responding to requests for information and assistance through the range of PSU communication modalities. Interns working with the Resettlement Team will focus on conducting protection assessment interviews with persons of concern located within the Northern Caribbean region, primarily in the Dominican Republic, researching country of origin information and relevant laws of third countries, and preparing cases for resettlement interviews and submission.

Duties and Responsibilities:

- Answer and respond to individual queries from asylum seekers, refugees, stateless people, and other persons of concern to UNHCR, primarily through the Detention Hotline, but also through email, letter and voicemail communication;
- Conduct interviews in Spanish with refugees to obtain basic protection information;
- Conduct Country of Origin and other research to support individual asylum cases;
- Conduct policy research on domestic and regional asylum and stateless procedures;
- Provide counseling on individual resettlement queries from congressional offices, NGOs and resettlement agencies through writing to UNHCR country offices;
- Observe and report on relevant meetings and conferences with government agencies and various NGOs working in the field;

- Open and maintain individual case files in UNHCR's case management data;
- Conduct other projects as needed to further assist persons of concern to UNHCR.

Minimum Qualifications Required:

- Bachelor's degree, Master's degree, or J.D. degree, either obtained or in-process (assignments may vary depending on intern's background).
- Strong interest in the rights of refugees, asylum seekers, displaced persons, other protected individuals, stateless individuals, international relations, human rights, or humanitarian response.
- General technological proficiency a plus.
- Ability to multi-task and prioritize with minimal supervision. Attention to detail required.
- English language (fluency required); Fluency in Spanish (preferred for IC team, required for resettlement team); Fluency in French (preferred for the resettlement team). Additional language skills highly desirable.

Terms of Internship:

- Candidates may apply for both the Individual Case Team or the Resettlement Team internship position. In their application, candidates can indicate if they have a preference for working with the Individual Case Team or the Resettlement Team. If no preference is indicated, the candidate will be considered for both teams. Candidates will be selected to work with only one team.
- UNHCR offers full time and part time internships. Interns are responsible for their housing, their legal stay in the United States, health insurance, and any other related documentation.
- The hiring office will provide interns who do not receive financial support from a third party (e.g., the university or government grant) a Food and Local Transportation Allowance (FLTA), calculated in USD and normally payable in local currency via bank transfer.
- The monthly amount of the Allowance is 70% of the monthly salary of the GS level 3 step 1 for the Washington, D.C. duty station (which is equal to \$2,196 per month for a full-time internship). The Allowance for part-time internship is prorated. Please also note that the FLTA is not considered as source of income, and UNHCR will not provide any tax related documents such as W-2 forms.
- An internship does not create any expectation or entitlement to employment with UNHCR at the conclusion of the internship.

How to Apply

- To be considered for any one of these positions, candidates must complete their application through the [UNHCR jobs portal](#).
- All vacancies are posted to UNHCR's careers portal (<https://unhcr.wd3.myworkdayjobs.com/External>). Filter by location country and select "United States." Select the internship job announcement, and then click "Apply" to complete your application. If you have never submitted an application via our new career portal, you will be requested to register as a new user and create an account. **Applications will not be accepted by email. Only shortlisted candidates will be contacted.**
- UNHCR encourages applications from all qualified candidates without distinction on the grounds of race, color, sex, national origin, age, religion, disability, sexual orientation, and gender identity. The agency values diversity, inclusiveness, and gender equity and strives to achieve full adherence to these principles in its policies and organizational culture. For more information on UNHCR's commitment to diversity and inclusion, please see the page at [this link](#).
- For more information on UNHCR's work, please visit our [website](#).