

## **TERMS OF REFERENCE FOR INTERNSHIP**

**Organizational Unit:** Field Unit

**Position title:** Information Management and Reporting Intern

**Duty station:** Santa Elena, Peten, Guatemala

**Duration of the internship:** 6 months

**Expected start date:** 1 September 2021

### **Background information/Organizational Context:**

The Office of the UNHCR was established on 14 December 1950 by the UN General Assembly. The agency is mandated to lead and coordinate 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)).

The UNHCR Regional Office for Central America and Cuba (ROPAN) is in Panama City. The National Office in Guatemala is in Guatemala City and works jointly with the Government and civil society organizations to provide protection and assistance to asylum seekers, refugees, persons in transit with international protection needs and persons forcibly displaced. UNHCR and its partners established a Protection and Monitoring Network (RPM) to identify, assist and refer the cases of people in need of international protection that transit through the country. In August 2016, UNHCR also opened a Field Office in Petén with the main objectives of strengthening border monitoring and the RPM, as well as the regional coordination with UNHCR Mexico for referral of cases at heightened risk. The region of Petén is a strategic region for UNHCR due to its multiple border crossing points, both official and unofficial, through which hundreds of refugees and migrants cross to Mexico and Belize every day. Guatemalan security forces and military established a strong presence in the region, and criminal network and drug cartels are known to operate in parallel.

### **Description of activities:**

Under the supervision of the Head of Office, the intern will be asked to perform the following activities:

- Maintain update records of the activities conducted and POCs assisted by UNHCR and IP in the area of responsibility (AOR) of FO Peten (FOPET).
- Support preparation of comprehensive, timely and updated analysis on population flow, population profile, assistance provided.
- Developed geo-referred analysis with reference to the different strategic point in the AOR of FOPET.
- Develop and maintain maps related to main protection risks and services

available to the POCs in the AOR.

- Support the preparation of fact-sheet, weekly-monthly reports, info-graphics, presentations, etc.
- Support with the translation of documents, reports, and perform other duties as required.

### **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 one year 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.

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.

United Nations interns are not paid. All costs related to travel, insurance, accommodation, and living expenses must be borne by either the intern or their sponsoring institutions.

Visa: The intern will be responsible for obtaining and financing the necessary visas.

Travel: The intern will arrange and finance the travel to the posting location where the internship will be completed.

Medical insurance: The intern will be responsible for costs arising from accidents and/or illness incurred during the internship and must show proof of a valid medical insurance coverage upon recruitment.

### **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, local transportation and living expenses.

### **To Apply:**

Interested candidates should submit their Personal History Form (PHF) and its supplementary pages (if applicable), motivation letter and CV by e-mail to [guaguavacancies@unhcr.org](mailto:guaguavacancies@unhcr.org) by 11 August 2021 (midnight Guatemala time).

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.