Terms of Reference

Internship

Education Unit

Malaysia Country Office

UNHCR, the UN Refugee Agency, is offering a full-time internship with the **Education Unit** of the *Policy & Advocacy Section* at **UNHCR** ***Country Office in Kuala Lumpur, Malaysia***.

Established in December 1950, UNHCR is a global organization dedicated to saving lives, protecting rights and building a better future for asylum seekers, refugees, returnees, internally displaced communities and stateless people. Every year, millions of men, women and children are forced to flee their homes to escape conflict and persecution. UNHCR currently operates in over 130 countries, using its long expertise to protect and care for millions.

**Title**: Education Intern

**Internship Location**: Kuala Lumpur, Malaysia

**Division/Section/Service: Policy & Advocacy**

**Duration (length of internship)**: 6 months

**Contract** **Type**: **Internship (Full time)**

**Closing** **date for application**:

**Start** **date**: 1 July 2025

Organizational context

The United Nations High Commissioner for Refugees (UNHCR) in Malaysia plays a crucial role in protecting and supporting refugees and asylum-seekers. With a significant refugee population, Malaysia presents unique challenges and opportunities for humanitarian work. UNHCR Malaysia is committed to ensuring the safety, well-being, and rights of refugees, working closely with government bodies, non-governmental organizations, and the refugee communities themselves.

Within this framework, the Education Unit is dedicated to promoting access to quality learning opportunities for refugee communities in Malaysia. The unit works closely with refugee learning centres to understand and address the educational challenges they face. The Education Unit also places significant emphasis on advocacy efforts, including organizing and executing forums like the Parliamentary Symposium on Access to Education, scheduled during the June 2025 parliamentary session, which will coincide with World Refugee Day celebration. This symposium is a critical initiative aimed at engaging policymakers, educators, and other stakeholders to address systemic barriers and advocate for inclusive education policies that benefit refugees and asylum-seekers.

The position

The Education Unit of UNHCR Malaysia is seeking an intern for the period of July to December 2025 to support the planning, coordination, and implementation of education programs for refugees in Malaysia. The intern will play a key role in data collection and analysis related to refugee learning centers, assisting with communication, follow-ups, and the distribution of resources and support available to these centers. This position provides a valuable opportunity to contribute to efforts aimed at enhancing the access and quality of education for refugee children in Malaysia. The intern will also support advocacy for inclusive policies and practices that promote equitable access to education for refugee learners.

Duties and responsibilities

* Support teacher training initiatives by assisting in the planning, coordination, and execution of capacity-building programs such as the teacher training programme and child safeguarding capacity building programme.
* Assist in the implementation of the Vision Screening Programme, including coordination with relevant stakeholders, supporting logistics, and facilitating follow-ups with participating learning centres.
* Assist in preparing informational and advocacy materials, including reports, briefing notes, presentations, and documentation, to support education-related initiatives.
* Facilitate communication and coordination with refugee learning centres coordinators, NGOs, and other key partners to ensure timely response based on needs.
* Facilitate in monitoring and follow-ups with refugee learning centres to assess needs, track progress, and provide recommendations for continued support and program improvement.
* Assist in the preparation of bank letters for teachers at learning centres and support them in the e-Wallet registration process and REMEDI insurance registration process as part of the teacher compensation programme.
* Perform any other related tasks as needed to support the Policy & Advocacy team in achieving its objectives.

Minimum qualifications required.

In order to be considered for an internship, candidates must meet the following eligibility criteria:

* Be either a recent graduate (having completed their studies within two years of applying) or a current student in a graduate/undergraduate school programme from a university or higher education facility accredited by [IAU/UNESCO](https://whed.net/home.php)[[1]](#footnote-2); and
* Have completed at least two years of undergraduate studies in a field relevant or of interest to the work of UNHCR[[2]](#footnote-3).
* Candidates with previous UNHCR Internship experience must not have exceeded the

maximum total cumulative full-time internship duration of eight (8) months.

**NOTE:** An individual who bears the relationship of parent, child or sibling or step-parent, step-child or step-sibling to a current UNHCR staff member or affiliate is not eligible for an internship.

[[3]](#footnote-4)Desirable qualifications and skills

* Currently enrolled in or a recent graduate of a relevant university program (e.g., social studies, political science).
* Demonstrated skills in policy research and project management.
* Good organizational and time-management skills, with the ability to meet deadlines.
* A keen interest in humanitarian work and a commitment to the values and principles of UNHCR.
* Ability to adapt to a multicultural work environment and collaborate effectively with diverse teams.
* Previous experience or involvement in community projects, especially in a communications role, is a plus.
* Fluency in English and additional language skills relevant to the organization's field of work are an asset.

Conditions

It is a full-time role with working hours starting from 08:00 am to 04:00 pm, Monday to Friday (37.5 hours per week). The successful candidate will be assigned to support the team in ***Kuala Lumpur, Malaysia***

Internships normally last two to six months with the possibility of extension up to eight months for full-time internships and twelve months for part-time internships.

How to apply

The selected candidate will receive a link to the UNHCR recruitment portal to create a profile.

Obligations

Acquiring and renewing current visas, residence permits including all associated costs, obtaining medical certification and compliance with taxation requirements (if applicable), are the responsibility of the intern.

The selected candidate will need to provide UNHCR with a proof of funding from the sponsoring institution (if applicable), health insurance coverage applicable to the assigned internship location and a certificate of good health from a qualified medical practitioner certifying their fitness for work, as well as travel. In the event the candidate is not able to produce the required certificate, they will not be admitted to the Internship Programme.

**Allowance and Travel:** The Sponsoring Institution shall provide non-reimbursable financial support in the form of a stipend/scholarship/allowance/etc. for the period of internship with UNHCR. Travel expenses to and from the internship location shall be the responsibility of the respective sponsoring institution. UNHCR is not responsible for any renumeration for the intern during the internship period.

If you are a person with a disability and you expect you may face challenges during the recruitment process, you can indicate it in your application form.

There are options to select any health conditions you may have and outline any necessary adjustments related to disabilities during the recruitment phases. Providing this information is optional. It will be treated as strictly confidential and used only for the purpose of finding out how to better assist you during the recruitment process.

Adjustments for candidates with disabilities will be provided as best as possible and as needed upon request.

All candidates will be assessed based on meeting the requirements for each vacancy in relation to experience, skills, and education.

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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.

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.

1. In the education section of the application, please make sure that your school is selected from the list of accredited higher education institutions when creating a profile in UNHCR Recruitment Portal - Workday. To do this, click on the magnifying glass next to Select School, then select Contains next to Description, type in the name of the school, click Look up and finally click on the result. [↑](#footnote-ref-2)
2. For internships, completed university degree is not a requirement [↑](#footnote-ref-3)
3. [↑](#footnote-ref-4)