Terms of Reference

Internship

UNHCR National Office in the Slovak Republic

UNHCR, the UN Refugee Agency, is offering a full-time internship with the **Protection Unit** at **UNHCR** **National Office in Bratislava, Slovakia**.

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**: Protection and Inclusion Intern

**Internship Location**: Bratislava, Slovakia

**Duration (length of internship)**: 6 months with a possible extension up to 8 months.

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

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

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

Organizational context

UNHCR re-opened its Office in Slovakia in 2022 at the request of the Government, in response to the Ukraine Crisis. UNHCR works in close coordination with State entities, including local and municipal authorities, UN agencies, and national partners. UNHCR's National Office in the Slovak Republic is located in Bratislava as part of the UNHCR Representation for Central Europe based in Budapest, Hungary. A Field Office has also opened in Kosice, east Slovakia.

The Protection and Inclusion Intern will be based in Bratislava, Slovakia as a member of the Protection Unit. UNHCR's workplace is dynamic and diverse, with international and national staff, offering opportunities which contribute to professional growth and development.

The Protection Unit aims to support refugee community structures and use community-based protection approaches and tools to ensure that refugees have access to assistance, services, and become self-reliant in Slovakia. UNHCR works with regional and local authorities as well as civil society and community-based initiatives to promote socio-economic inclusion throughout Slovakia. UNHCR also strives to identify refugees with vulnerabilities and specific needs in remote areas across Slovakia and facilitate their access to adequate assistance and services. The response also aims at reinforcing accountability to affected people, while increasing access to information and awareness-raising for refugees on their rights and assistance and services through preferred and trusted communication channels. It encompasses establishing feedback and response mechanisms that are able to handle complaints and inform programming and interventions. It furthermore involves engaging with refugees through participatory assessments and inclusion of refugees in existing community representative fora.

The position

The intern with the Protection Unit at UNHCR Slovakia will play a vital role in supporting community-based protection initiatives that empower refugees in Slovakia. The intern will assist in a variety of tasks on different protection and inclusion topics. This may include assisting with participatory assessments and administering one-way and two-way communication channels with refugee communities. Relatedly, the intern will contribute to awareness-raising efforts by helping to develop and disseminate information on refugee rights, available services, and socio-economic inclusion opportunities. The intern will support other Protection colleague in a direct work with refugees, including university students.

The intern will thus gain hands-on experience in protection and inclusion work while contributing to the well-being and integration of refugees in Slovakia. The position offers a unique opportunity to get a solid understanding of complex protection and inclusion work of UNHCR.

Duties and responsibilities

* Support community-based protection initiatives by assisting in the implementation of activities that promote refugee self-reliance, rights, and local integration in Slovakia.
* Assist with the administration and implementation of a scholarship programme supporting university refugee students in Slovakia.
* Support with the administration and further development of digital communication channels with refugees (esp. UNHCR Slovakia help site, Telegram channel, Facebook engagement).
* Assist in participatory assessments and community engagement activities, including in organizing consultations with refugees.
* Conduct research and analysis on protection-related topics, on needs basis.
* Draft reports, summaries, and meeting notes to support protection programming and inform interventions.
* Provide administrative and logistical support for events, meetings, and capacity-building activities organized by the Protection Unit.
* Perform other related tasks as needed to support the work of the Protection Unit and UNHCR’s overall protection 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

* Fluency in English; solid drafting and reporting skills in English.
* Good communication and interpersonal skills; culturally and socially sensitive; ability to work collaboratively.
* Understanding of community-based protection principles and approaches and the importance of communities in strengthening their self-reliance would be an asset.
* Experience with inclusion of refugees or migrants into local services and national systems would be an asset.
* Working knowledge of Ukrainian, Russian or Slovak would be an asset.

Conditions

It is a full-time role with working hours starting from 8:00 am to 5:00 pm, Monday to Friday (40 hours per week). The successful candidate will be assigned to support the team in ***Bratislava, Slovakia.***

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)