Terms of Reference

Internship

External Relations and Reporting Intern

UNHCR, the UN Refugee Agency, is offering a full-time internship with the **External Relations Unit** of the *Angola Country-Office* under the External Engagement Division at **UNHCR Angola.**

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**: Intern (External Relations and Reporting)

**Internship Location**: Luanda, Angola

**Division/Section/Service:** External Relations / Executive Office

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

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

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

**Start** **date**: 01/07/2025

Organizational context

Angola currently hosts about 55,000 refugees and asylum-seekers. This population is largely composed of DRC refugees and asylum-seekers, out of which 17% came during the 2017 mass influx from the Great Kasai. Other nationalities also compose the population of concern to UNHCR across Angola, such as Guineans, Ivorians, Mauritanians, Somalis, Sudanese, and Eritreans, totalizing about 88% living mostly in urban areas.

UNHCR in Angola works in full partnership, coordination, and dialogue with the Government, providing support to follow and develop policies and legislations consistent with global commitments related to refugees, asylum-seekers and stateless persons. Activities in Angola include supporting the Government in ensuring persons in need of international protection have unhindered access to territory and asylum, registration, documentation and refugee status determination.

UNHCR also provides humanitarian assistance to displaced populations and host communities to meet their basic needs and have full access to essential services and livelihoods opportunities. We continue our advocacy efforts to include refugees in development plans, and other key programmes carried out by Government and non-governmental stakeholders, UN sister Agencies and other International Organizations in Angola.

The intern will be part of the External Engagement (EE) unit within the UNHCR Angola Operation, supporting reporting and communication activities. This internship provides an opportunity to gain hands-on experience in humanitarian work, particularly in external relations, donor reporting, and public information. The intern will work closely with the team to support drafting reports, briefing notes, and donor communication materials.

The position

The Reporting Intern will support the External Engagement (EE) Unit by assisting with information management, drafting reports, preparing donor briefings, and supporting communication efforts.

*The right candidate should have:*

* Strong writing, analytical, and organizational skills.
* Excellent oral and written skills; excellent drafting, formulation, and reporting skills.
* Accuracy and professionalism in document production and editing.
* Excellent interpersonal skills; culturally and socially sensitive; ability to work inclusively and collaboratively with a range of partners, including grassroots community members, religious and youth organizations, and authorities at different levels; familiarity with tools and approaches of communications for development.
* Ability to work and adapt professionally and effectively in a challenging environment; ability to work effectively in a multicultural team of international and national personnel.
* Solid overall computer literacy, including proficiency in various Microsoft Office applications (Excel, Word, among others), email, and the internet; familiarity with database management; and office technology equipment.

Duties and responsibilities

* Keep abreast of developments in operations to prepare appropriate briefings and reports.
* Support the preparation of periodic reports, i.e. donor updates, internal sitreps, briefing notes for senior managers, and activity-specific reports and prepare external reports in collaboration with the Regional Bureau for Southern Africa
* Support the UNHCR-led inter-agency activities by preparing and distributing minutes, assisting in the organization of meetings; occasionally chairing meetings, and serving as the general secretariat for the relevant inter-agency group.
* Support the preparation of missions for VIP visitors, delegates to visit refugee sites or the activities of UNHCR implementing partners, always complying with donor visibility requirements
* Draft briefing notes, press releases, stories as needed on the situation of refugees, asylum-seekers, internally displaced persons and other people of concern in Angola in coordination with the Comms unit in the Regional Bureau for Southern Africa
* Develop and manage social media platforms for the Angola operation, with the guidance of the Communications Unit at RBSA.

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 (Journalism, Communications, International Relations) 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

* Strong analytical and writing skills.
* Qualifications in communications, journalism or international relations.
* Experience in reporting and communications.
* Familiarity with humanitarian or development work is an asset.
* Fluency in English is mandatory, working knowledge in Portuguese is a differential.
* Ability to work independently and meet deadlines.

Conditions

It is a full-time role with working hours starting from 8:00 am to 5:00 pm, Monday to Thursday and Friday, from 8:00 am to 13:30 pm (37.5 hours per week). The successful candidate will be assigned to support the team in ***Luanda, Angola.***

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

Aquiring 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)