Terms of Reference

Internship

External Relations and Communications

UNHCR, the UN Refugee Agency, is offering a full-time internship with the **External Relations and Communications** at **UNHCR** ***Brazzaville***.

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**: Communications Intern

**Internship Location**: Brazzaville, Congo

**Division/Section/Service: External Relations and Communications**

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

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

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

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

Organizational context

UNHCR, the UN Refugee Agency, is offering a part-time internship with the External Relations and Communications at UNHCR Brazzaville. Established in December 1950, UNHCR is a global organization dedicated to saving lives, protecting rights, and building a better future for refugees, internally displaced persons, and stateless individuals. Operating in over 130 countries, UNHCR provides life-saving assistance and long-term solutions to millions worldwide.

This internship provides an opportunity to gain hands-on experience in communications within an international humanitarian organization. The selected candidate will support the communication efforts of UNHCR, contributing to media relations, public information, and digital outreach.

The position

The Communications Intern will report to the Communications Assistant and will support various aspects of UNHCR’s public outreach activities. This role is ideal for candidates who have strong communication skills, are detail-oriented, and have an interest in refugee protection and humanitarian/development work.

Duties and responsibilities

* Assist in monitoring media coverage and collecting press clippings related to UNHCR’s work.
* Support the development and dissemination of public information materials, including press releases, social media content, and newsletters.
* Help maintain and update contact lists for media, partners, and stakeholders.
* Contribute to the organization of public events, campaigns, and exhibitions to raise awareness about refugee issues.
* Provide support for digital content creation, including graphics and multimedia.
* Assist in responding to inquiries from media, the public, and partners.
* Maintain and organize communication files and archives.
* Perform other duties as required.

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

* Have completed at least two years of undergraduate studies in Communications, Journalism, Public Relations, International Relations, or a related field.
* Possess strong written and verbal communication skills in French (knowledge of English is an asset).
* Demonstrate interest in humanitarian work, refugee protection, and international affairs.
* Have proficiency in Microsoft Office Suite and familiarity with social media platforms.
* Experience in social media management and content creation.
* Knowledge of graphic design, video editing, or photography.
* Ability to work collaboratively in a multicultural team environment.

Conditions

It is a full-time role with working hours starting from 8.00 am 17.30 pm, Monday to Friday (40 hours per week). The successful candidate will be assigned to support the team in ***Brazzaville***.

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)