Terms of Reference

Internship

UNHCR, the UN Refugee Agency, is offering a full-time internship with the **Protection Unit** at UNHCR ***Jordan*** .

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**: GBV/CP Intern

**Internship Location**: Amman, Jordan

**Division/Section/Service: Protection**

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

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

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

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

Organizational context

Gender Based Violence and Child protection, are critical sub-sector under Protection, focuses on safeguarding the rights, needs, and best interests of children and women through coordination with local actors, case management, prevention programs, and capacity building for all stakeholders, including local communities.

The position

Provides support to GBV and CP units based in Amman for tasks related to filtering petitions, follow up on cases, supporting in drafting the unit reports and documentation.

Monitoring the entry progress in the activity-info. As well as extract the need data/information.

Support the GBV/CP sub working group and follow up on the data entry. In addition to support on mainstreaming of GBV and CP issues among the POCs communities.

Duties and responsibilities

* Collating, consolidating and drafting various documents (reports, concept notes, Minutes of meeting etc)
* Drafting and updating the unit documentation such as SOPs
* Drafting and updating the data protection impact assessment for the operational protection systems
* Updating the protection 4Ws and prepare power point presentation out of it
* Support in drafting GBV/CP Gap Analysis
* Follow up on WFP cases.
* monitor and follow up on the activity-info FO’s entry, extract the required statistics.
* follow up with the partners on updating the GBV/CP referral pathway.
* Support the GBV/CP sub working group and follow up on the data entry. In addition to support on mainstreaming of GBV issues among the POCs communities.
* Participate in planning activities for International Women’s Day (IWD) 2025.
* Support the drafting of the 2025 GBV/CP SWG work plan.
* Facilitating the update of the Terms of Reference (ToRs) for both CP and GBV SWGs
* Participate in preparing the 2025 training plan calendar for the working groups
* Support the analysis of the GBVIMS 2024 annual report.
* Assist in the organization of events, meetings, and trainings.
* Assisting in the preparation of briefing notes and presentations when required.
* Support GBV/CPUnit in the monitoring of UNHCR GBV/CP Partners.
* Any other tasks as needed.
* Support the CPIMS and GBVIMS taskforces, prepare presentations and visualization of data if needed.
* Extend support in field missions to Urban areas and refugee camp settings.
* Support in the quarterly data clean up for GBV and CP unit across Jordan

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

* Excellent organizational, time management and strong interpersonal skills.
* Ability to multi-task, to work flexibly and meet tight deadlines.
* Attention to details and proven ability to work independently and effectively with minimum supervision.
* Networking skills to engage with key internal and external partners.
* Knowledge of UNHCR mandate.
* Computer proficiency: MS Office

**Language:**

* Fluency in written and spoken English languages

Conditions

It is a full-time role with working hours starting from 8:00 am to 3:45 pm, Sunday to Thursday. The successful candidate will be assigned to support the team in ***Amman Jordan***.

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)