Terms of Reference

Internship

External Engagement Unit (Maputo, Mozambique)

UNHCR, the UN Refugee Agency, is offering a full-time internship with the **External Engagement Unit in Maputo, Mozambique**.

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**: Reporting Intern

**Internship Location**: Maputo, Mozambique

**Division/Section/Service:** External Engagement Unit

**Duration (length of internship)**: 6-8 months

**Contract** **Type**: **Internship (Full time/Part time[[1]](#footnote-2)) Full Time**

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

**Start** **date**:

**Amount of Internship Allowance per month:**

Organizational context

The intern would be based in the UNHCR Representation Office in Maputo, Mozambique within the External Engagement Unit.

In Mozambique, UNHCR focuses on conflict displacement, refugee protection, and the growing impact of climate-related displacement, providing life-saving support and advocating for durable solutions.

The External Engagement Unit plays a key role in UNHCR Mozambique’s mission by managing external relations, reporting, resource mobilization, and communications. It ensures timely and accurate information sharing with donors, partners, and the public while supporting fundraising efforts and strategic advocacy.

This internship offers a unique opportunity to gain hands-on experience in humanitarian reporting, donor engagement, and communications within a dynamic UN setting.

The position

The External Engagement Unit of UNHCR Mozambique seeks a reporting intern to support reporting, fundraising, and communications. Responsibilities include drafting operational updates, donor reports, and public materials, assisting with events, and contributing to fundraising efforts. This internship is ideal for a master’s student with a strong interest in humanitarian and/or development issues, refugees, and displacement in Africa, looking to gain hands-on experience in an international organization.

Duties and responsibilities

* Support reporting efforts, including the drafting of operational updates, situation reports, briefing notes, and other internal/external documents.
* Assist in compiling and analysing data from field operations, partners, and relevant sources to support reporting and advocacy efforts.
* Contribute to fundraising initiatives by supporting the preparation of donor reports, funding proposals, and background documents.
* Support communications activities, including drafting content for social media, newsletters, and public information materials.
* Assist in organizing events, such as workshops, briefings, and stakeholder meetings.
* Liaise with field staff and partners to gather and verify information for reporting and external engagement.
* Monitor media and policy developments related to displacement, refugees, and humanitarian issues in Mozambique and the region.
* Perform other duties as required, supporting the team in various administrative, research, and coordination tasks.

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)[[2]](#footnote-3); and
* Have completed at least two years of undergraduate studies in a field relevant or of interest to the work of UNHCR[[3]](#footnote-4).
* Candidates with previous UNHCR Internship experience must not have exceeded the

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

* Fluency in English, with strong written communication skills (clarity, accuracy, and attention to detail).
* Affinity with humanitarian / development issues, particularly regarding refugees, internally displaced persons (IDPs), and displacement in Africa.
* Strong research and analytical skills, with the ability to synthesize complex information into clear, concise reports.
* Ability to work in a multicultural environment and collaborate effectively with diverse teams.

**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.

[[4]](#footnote-5)Desirable qualifications and skills

* Experience with data visualization, reporting tools, or social media is an asset.
* Understanding of humanitarian principles, UNHCR’s mandate, and global displacement trends.
* Knowledge of Portuguese and/or local languages is a plus but not required.
* Preferably in the final stages of his/her studies, pursuing a master’s degree in international relations, Political Science, Public Administration, Journalism, or a related field.

Conditions

It is a full-time role with working hours starting from 0800 to 1630, Monday to Friday (40 hours per week, even if Friday ends at 13:30). The successful candidate will be assigned to support the External Engagement team in ***Maputo, Mozambique***.

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. Part-time is at 50% [↑](#footnote-ref-2)
2. 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-3)
3. For internships, completed university degree is not a requirement [↑](#footnote-ref-4)
4. [↑](#footnote-ref-5)