Terms of Reference

Internship

External Relations, UNHCR Egypt

UNHCR, the UN Refugee Agency, is offering a full-time internship with the **External Relations Unit** at **UNHCR** **Egypt**.

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**: External Relations Intern

**Internship Location**: Cairo, Egypt

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

**Duration (length of internship)**: 6 months, extendable up to a maximum 8 cumulative months

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

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

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

Organizational context

UNHCR has been operational in Egypt since 1954 after the Government of Egypt (GoE) and UNHCR signed a Memorandum of Understanding (MOU). Since then, UNCHR provides protection services including all aspects of registration, documentation, refugee status determination and resettlement to those who are forcibly displaced.

As of the end of January 2025, there were more than 900,000 refugees and asylum-seekers registered with UNHCR in Egypt. Sudanese were the largest group (70%), followed by Syrians (16%). Most refugees live in urban centres, like Greater Cairo and Alexandria.

With 1.2 million Sudanese according to Government figures, Egypt is the top recipient country of people fleeing the current conflict in Sudan. UNHCR is intensifying its protection and assistance efforts to meet the most urgent needs of newly arrived Sudanese refugees. UNHCR is leading the Sudan response, using the Refugee Coordination Model and involving the whole spectrum of UN agencies, NGOs and the GoE.

In response to the Gaza crisis, UNHCR has delivered water, clothes, blankets, jerry cans, and sleeping mats to Gaza, and cash assistance to medical evacuees from Gaza in Egypt – both through the Egyptian Red Crescent. UNHCR also provides protection and assistance to some 148,000 Syrian refugees who have sought safety in Egypt.

The office acts as the Egypt representative for UNHCR in relations to the Government, media, donors, partners and those involved in framing policy and humanitarian interventions to the refugee and asylum issues. UNHCR internships provide a unique opportunity to work within the United Nations system and also on one of the most important global issues of today, namely forced displacement and due to conflict and climate change.

The position

UNHCR’s External Relations (ER) unit is responsible for donor engagement, reporting, communications, as well as information management. The ER unit works in line with UNHCR’s strategic directions and in support of the UNHCR’s protection and assistance programmes.

The External Relations Intern functions under the direct supervision of the Senior ER Officer. The incumbent assists in the management of external relations and reporting activities of the Office. Under the supervision of the manager, s/he provides support in drafting reports and fundraising proposals, creating presentations, and organising visits of UNHCR senior management, foreign delegations, donors, partners and other stakeholders.

We are looking for a dynamic intern who has good organizational skills, is reliable and willing to understand the UN system and humanitarian issues. She/He will be comfortable working in a fast-paced environment having to handling various deadlines at once, has excellent English written and oral skills, and is competent in using Microsoft Office.

Duties and responsibilities

* Support the drafting of internal and external reports, fundraising proposals, meeting minutes, briefing notes, talking points and prepare any other material, as required.
* Support the organization of meetings with donors and visits to UNHCR premises, including the preparation of briefing kits, presentations.
* Help to prepare and ensure that updated public information materials including fact sheets, information brochures, briefing materials, etc. are available.
* Assist with internal communication in the unit, including creating and managing content on SharePoint/ Teams.
* Perform other related 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.

Desirable qualifications and skills

* Excellent English oral and written communication skills as well as strong academic credentials are essential. Work with previous UN agencies is desirable.
* Candidates should be computer literate in Microsoft Word and Excel, have good numerical skills, as well as the ability to maintain a high level of confidentiality at all times.
* Good interpersonal skills, flexibility and attention to detail are essential.
* General computer skills (Word, Excel, PowerPoint).
* Strong verbal communication and writing skills in English.
* Analytical and drafting skills.
* Good intercultural communication skills.
* Ability to work as part of a team.
* Knowledge, if possible, of Egypt context and forced displacement.
* Graduates with a background in media, journalism, communications, PR, advocacy, human rights, politics, international relations, development studies or other relevant disciplines are encouraged to apply.
* Good time management skills to work against multiple tight deadlines.
* Previous work experience in the humanitarian sector in general, and in external relations in particular, are an asset to support the work of the ER unit.
* Commitment to refugee issues and a desire to develop their skills and experience with donor engagement and reporting.

Conditions

It is a full-time role with working hours starting from (8h00 to 16h00, with a 30-minute lunch break from Sunday to Thursday (40 hours per week). The successful candidate will be assigned to support the team in Cairo. However, teleworking for a limited period with approval of the supervisors is possible.

**Allowance:** Fully sponsored Internship through the Chinese Scholarship Council (CSC), Government of China.

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 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.

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.

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.

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)