

TERMS OF REFERENCE

Internship opportunity with UNHCR in Albania

Organizational Unit:	UNHCR Country Office, Tirana/Protection Unit
Duty station:	Tirana, Albania
Type of Contract:	Internship (Full Time)
Duration:	Three months with possibility of extension
Expected start date:	15 February, 2019
Application deadline:	25 January, 2019

Background information/Organizational Context

Accession to the European Union will remain the overriding priority of Albanian government, particularly if the negotiations are opened in June 2018. The focus on EU accession provides opportunities for UNHCR to strengthen legislation and procedures in line with international and EU standards.

During 2018, the number of arrivals of asylum-seekers/refugees and asylum requests substantially increased as compared with previous years. UNHCR estimates that some 60% of those arriving and requesting asylum are from refugee-producing countries. The Government with UNHCR's and partners' support has expanded reception capacities to cope with the increased mixed movement of persons entering, transiting and requesting asylum in the country. Although the vast majority of those arriving leave the country after a few days, the Government and UNHCR are jointly working to enhance asylum procedures and coordinate efforts to provide solutions for both those willing to enjoy international protection in the country and for vulnerable asylum-seekers.

The protection intern will be under the direct supervision of the Protection Associate and will work closely with the multidisciplinary team at the National Reception Centre for Asylum-seekers as well as the Child Protection specialists involved in providing services to children at risk.

Duties and Responsibilities

- Facilitate information sessions on asylum procedures at the National Reception Centre for Asylum twice a week.
- Conduct profiling interviews with asylum seekers at the National Reception Centre for Asylum twice a week.
- Support the information management officer with data entry regarding asylum seekers profile and protection incidents reported during the interviews.
- Support the protection team with translation of legal documents, memos, internal reports, notes for the file, and other relevant documents in English and Albanian.
- Provide support with other tasks as may reasonably be required.

Minimum qualifications required

In order to be considered for the internship, the following criteria must be fulfilled:

- Recently graduated from university or currently enrolled in graduate/undergraduate school at university and completed at least two years of undergraduate studies in International Law, Political Science or related field.
- Fluency and good drafting skills in English and working knowledge of another relevant UN language or local language.
- Strong analytical planning and organizational skills.
- Command use of Excel spreadsheets.

Application and Selection

Interested candidates are kindly advised to submit CV and motivation letter, as well as certified copies of diplomas or proof of enrolment in graduate or undergraduate studies, by e-mail to albti@unhcr.org. In the subject line please indicate “UNHCR – Albania, Protection Internship”. Deadline for application: 25 January 2019.

Note: Food and local transportation allowance will be provided to interns who don't receive financial support from an outside part.

An individual whose father, mother, son, daughter, brother or sister is a staff member of UNHCR, including a Temporary Appointment holder or a member of the Affiliate Workforce, is not eligible for an internship with UNHCR.

Only short-listed candidates will be contacted.