

Internship with the UNHCR Office for Switzerland and Liechtenstein in Bern

The UNHCR Office for Switzerland and Liechtenstein (OSL) offers attractive internships with the legal/protection unit as well as the public relations unit. The internships are available throughout the year and usually last six months.

OSL acts as a country office for Switzerland and Liechtenstein. We work closely with the Swiss authorities, non-governmental organisations (NGOs) and other relevant actors in Switzerland and Liechtenstein for the protection of asylum seekers, refugees and stateless people. We also seek to support governments to find durable solutions for refugees.

External Relations Internship, located in Bern

Main Responsibilities

- Assist with the compilation of a daily press review;
- Assist with the development and implementation of awareness raising activities;
- Support our cooperation with institutions, companies, media, etc.;
- Draft articles and other texts;
- Do research and translation work;
- Support the website and social media activities;
- Support the organisation of events;
- Perform other tasks as required.

Selection Criteria

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

- Be a recent graduate or current student in a graduate/undergraduate school programme from a university or higher education facility accredited by UNESCO;
- Have completed at least two years of undergraduate studies in a field such as journalism, media or related studies and a particular interest in refugee issues. Persons at an advanced stage of their studies may apply provided they bring along other relevant experience;
- Excellent knowledge of English as well as German or French and good knowledge of the other language;
- Good general working knowledge of communication and public relations principles and methods;
- Strong drafting skills;
- Working knowledge of content management systems and social media;
- Knowledge of the Swiss media landscape and Adobe Creative Cloud (Photoshop, Premiere Pro) is an advantage.

What makes this position attractive

Our interns are part of a small but dynamic team and benefit from individual supervision. They are involved in day to day tasks but are also entrusted with specific longer and shorter term projects. It is important for us that interns benefit from their internship and be able to test their skills while learning more about UNHCR's mandate and activities. There is also the possibility of hybrid working, i.e. a combination of home office and on-site presence at the Bern Office.

Allowance

Interns receive an allowance of 1000 CHF/month. They are expected to make their own arrangements for travel, visa, accommodation and living expenses during the internship period. Please be aware that this internship does not carry any expectation or entitlement to employment with UNHCR at the conclusion of the internship or at any time thereafter.

Application

Please send your application consisting of a cover letter indicating your availability and a CV to: vidmar[at]unhcr.org, mentioning “Internship External Relations” in the subject line. The deadline for application is 12 November 2021, with the successful candidate expected to start in January 2022.

We look forward to your application!