



united nations relief and works agency  
for palestine refugees in the near east  
وكالة الأمم المتحدة لإغاثة وتشغيل  
اللاجئين الفلسطينيين في الشرق الأدنى

representative office  
new york

## Internship program at UNRWA Representative Office in New York

### Terms of Reference

#### About the internship

Interns will contribute to UNRWA's inter-agency, non-governmental and donor liaison tasks, as well as public information work, and provide other support as needed.

The internship provides a valuable opportunity to familiarize yourself with substantive humanitarian and development policy issues and with the UN system.

The intern will be responsible for assisting with the smooth functioning of the New York Representative Office, including:

- Tracking international media coverage of issues related to UNRWA and the Middle East;
- Supporting the drafting, preparation and presentation of materials required for briefings to UN, the media and other governmental and non-governmental agencies in New York;
- Supporting efforts to build and sustain partnerships with international organizations headquartered in the US, the private sector, national and local non-profit institutions, amongst others;
- Data and document management;
- Assisting in partnership and donor outreach;
- Attending hearings, briefings and other special events at the UN and within the broader NGO community and drafting reports for UNRWA HQ;
- Researching general issues related to the intersection between the United Nations and UNRWA's operation in the Middle East;
- Assisting with arranging visits to New York by senior UNRWA officials; and
- Assisting with the effective administrative management of UNRWA's Representative Office in New York

**Qualifications and experience:** Preference will be given to students in graduate school, with major area of study in international relations, political science, communications, law or related field. Students should demonstrate excellent language, research and writing skills. Past experience in a professional office environment is an asset. Knowledge of Microsoft Office is required. Preference is given to students who can work full-time.

**Duration:** Internships last from 3 to a maximum of 6 months. Longer internships are preferred. The positions are available on full-time basis.

**Expenses:** UNRWA will not be responsible for costs of travel, accommodation, or any other costs related to the placement. All costs connected with an intern's participation must be borne by the intern, including arrangements for travel (including to and from the office), visas, accommodation, etc.



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**Insurance:** As part of acceptance of his/her Agreement, participants must prove to the satisfaction of the Agency that they have adequate medical and accident insurance coverage prior to commencing the placement.

**Visa:** Interns will be solely responsible to secure visas.

**Subsequent employment:** The purpose of the internship program is not to lead to further employment with UNRWA but to complement an intern's studies. Therefore, there should be no expectation of employment at the end of an internship. Interns are eligible to apply as external candidates for UNRWA staff vacancies in accordance with normal selection procedures.

**Application:** CV and a cover letter outlining your motivation and knowledge of refugee issues and Middle East politics.

#### **Qualifications:**

- Positive attitude and strong analytical, interpersonal and communication skills;
- Proven ability to exercise the initiative and resourcefulness necessary for simultaneously pursuing multiple tasks and achieving positive outcomes;
- Sound appreciation of regional context and strong general understanding of UN, as well as genuine commitment to advocacy for the humanitarian positions that underpin UNRWA's mission;
- Excellent communication skills in spoken and written English, ability to draft and edit a variety of texts, and ability to articulate positions in a clear and concise style;
- Ability to maintain effective working relationships with people of diverse backgrounds, culture and nationalities; and
- Sound judgment on political, media and diplomatic matters:
- Professional discretion and rigorous respect for confidentiality.

#### **About UNRWA**

Following the 1948 Arab-Israeli conflict, UNRWA was established by United Nations General Assembly Resolution 302 (IV) of 8 December 1949 to carry out direct relief and works programmes for Palestine refugees. The Agency began operations on 1 May 1950. In the absence of a solution to the Palestine refugee problem, the General Assembly has repeatedly renewed UNRWA's mandate.

UNRWA provides education, health care, relief and social services, camp infrastructure and improvement, microfinance and emergency assistance to 5.3 million Palestine refugees living in Gaza, West Bank, Jordan, Lebanon and Syria.

UNRWA is funded almost entirely by voluntary contributions from UN Member States.

For more info, visit [www.unrwa.org](http://www.unrwa.org)