

## Internship Opportunity with United Nations High Commissioner for Refugees (UNHCR) Summer 2021

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| <b>POSITION:</b>                         | Resettlement (RST) Intern   |
| <b>LOCATION:</b>                         | Guatemala (Guatemala City) (remote)   |
| <b>DESCRIPTION OF HOST ORGANIZATION:</b> | <p>The Office of the UNHCR was established on 14 December 1950 by the UN General Assembly. The agency is mandated to lead and coordinate international action to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and well-being of refugees. It strives to ensure that everyone can exercise the right to seek asylum and find safe refuge in another State, with the option to return home voluntarily, integrate locally or to resettle in a third country (<a href="http://www.unhcr.org">www.unhcr.org</a>). The UNHCR Country Office in Guatemala is located in Guatemala City and works jointly with the Government and civil society organizations to provide protection and assistance to asylum seekers, refugees, persons in transit with international protection needs and persons forcibly displaced. UNHCR and its partners established a Protection and Monitoring Network (RPM) to identify, assist and refer the cases of people in need of international protection that transit through the country. In August 2016, UNHCR also opened a Field Office in Petén with the main objectives of strengthening border monitoring and the RPM, as well as the regional coordination with UNHCR Mexico for referral of cases at heightened risk. Guatemalan security forces and military established a strong presence in the region, and criminal network and drug cartels are known to operate in parallel.</p> <p>In 2016 UNHCR Guatemala signed a Collaboration Agreement with the Ministry of Foreign Affairs, under which UNHCR implements the Protection Transfer Arrangement or PTA. The PTA is a safe and legal alternative for Guatemalan nationals at particularly heightened risk to be able to access protection abroad. It is one measure within UNHCR's larger Regional protection and solutions strategy for the three countries of Northern Central America (NCA) to provide solutions for the most vulnerable individuals affected by the violence in the NCA.</p> <p>Cases for referral to the PTA are identified by governmental and nongovernmental organizations who are then referred to UNHCR for assessment to determine their eligibility for PTA participation, and completion of the PTA referral form. The PTA prioritizes individuals with specific profiles which have been agreed upon between the country of resettlement and UNHCR.</p> <p>Additionally, in 2020, a traditional resettlement program was implemented to identify persons of concerns, asylum-seekers and refugees in Guatemala, who qualify for international protection and continue to be at high-risk in Guatemala. Individuals are assessed against UNHCR's global resettlement criteria and qualifying criteria assigned by resettlement countries for their specific programs.</p> <p><b>It is important to note that, the language of the office and direct work with persons of concern is in Spanish, while much of the internal work within the Unit and</b></p> |

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|   | <b>resettlement countries is in English, so an excellent working knowledge of both Spanish and English is required.</b>   |
| <b>DUTIES/RESPONSIBILITIES OF INTERN:</b> | <p><b>Description of activities:</b><br/>Under the supervision of the Protection Officer, the intern will be asked to perform the following activities:</p> <ul style="list-style-type: none"> <li>• Assist in the review of RST referrals identified by UNHCR partners in coordination with Associate Resettlement Officers and Resettlement Officer;</li> <li>• Perform case management functions, including: data entry into ProGres database, updating physical files, weekly tracking of cases, etc;</li> <li>• Follow-up on documentation and deferrals RST cases;</li> <li>• Support the preparation and implementation of trainings, workshops and other capacity building related activities with partners;</li> <li>• Support updating Country of Origin documents, and standard texts for legal analysis of cases;</li> <li>• Support with the translation of documents and reports;</li> <li>• Perform other duties as required.</li> </ul> |
| <b>MCGILL UNIVERSITY REQUIREMENTS:</b>    | <ul style="list-style-type: none"> <li>• Must be a McGill full-time undergraduate or graduate student, returning to their current registered faculty in fall 2021.</li> <li>• Must fulfill the Internship Offices Network requirements post-internship. For more information download the ION Intern handbook on <a href="#">this page</a>.</li> </ul>  |
| <b>HOST ORGANIZATION REQUIREMENTS:</b>    | <ul style="list-style-type: none"> <li>• University Degree in Law or Social Sciences or related fields.</li> <li>• <b>Very good knowledge of Spanish (written and oral) mandatory.</b></li> <li>• <b>Very good knowledge of English (written and oral) mandatory.</b></li> <li>• Availability for 12 weeks beginning May 2021.</li> <li>• Respect for diversity and capacity to work in stressful contexts.</li> <li>• Capacity to adapt to the requirements of the operation and to be a good team player.</li> </ul>  |
| <b>DATES</b>                              | 12 weeks period between: 01 May – 31 August 2021 to be discussed with host organization.  |
| <b>HOURS:</b>                             | Full-time, 35 hours per week.   |
| <b>REMUNERATION:</b>                      | Successful candidates will receive an award issued by the McGill Internship Offices Network, valued at \$6,000 CAD.   |
| <b>COSTS:</b>                             | The intern is responsible for all costs associated with the internship including transportation, accommodations, visas, etc.  |
| <b>TRAVEL ARRANGEMENTS:</b>               | N/A   |
| <b>ACCOMODATIONS:</b>                     | Finding suitable lodging during the internship is the responsibility of the intern.   |
| <b>HOW TO APPLY:</b>                      | <p>Students must complete the online application form available on this site: <a href="https://www.mcgill.ca/internships/internship-application-form">https://www.mcgill.ca/internships/internship-application-form</a></p> <p>Include the following documents in PDF format:</p> <ul style="list-style-type: none"> <li>• Cover letter, which clearly states goals and interests in serving as an intern. Letter should be addressed 'To whom it may concern' and be no more than one page in length;</li> <li>• An updated curriculum vitae (1-2 pages).</li> <li>• Copy of unofficial transcript.</li> </ul> <p>Applicants should use the following file-name format:<br/>firstname.lastname_hostorganization (ex.: james.mcgill_camfed.pdf).</p>  |

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|                                  | <i>Please note: If you are applying to a second degree at McGill and waiting for a response, you must hold a confirmation of acceptance by the application deadline and send it directly to <a href="mailto:ion@mcgill.ca">ion@mcgill.ca</a></i>  |
| <b>APPLICATION DEADLINE</b>      | February 22 2021. 12PM (noon) EST.  |
| <b>CITIZENSHIP REQUIREMENTS:</b> | <p>Interns are responsible for informing themselves of what entry requirements are required to visit and work as an intern in the internship host country. These may include a visa, work permit, passport valid for at least 6 months after entry, and proof of certain vaccinations.</p> <p><u>The intern is responsible for acquiring all necessary documents in time for the beginning of their internship.</u></p> |

**Please Note:**

Only short-listed candidates will be contacted. At that time, you may be asked to come in for an interview.

The Internship Office Network will then transmit the selected applications to the host organization, which will ultimately be responsible for the selection of the candidate(s).

*If you feel you have experienced barriers which have had an impact on your academic performance and wish to highlight these to the selection committee, the documents/comments will be taken into consideration*