



# UNHCR

United Nations High Commissioner for Refugees  
Haut Commissariat des Nations Unies pour les réfugiés

## Terms of Reference

Intern (External Relations)

UNHCR Korea

**Title:** External Relations Intern

**Working Unit:** External Relations Team

**Duty Station:** Seoul, Republic of Korea

**Duration:** Six months

**Contract Type:** Internship

UNHCR, the UN Refugee Agency, is offering a full-time internship within the External Relations Team in UNHCR Korea. This internship post is sponsored by the Korea Sanhak Foundation (<http://sanhakfund.or.kr/>) and is addressed exclusively to candidates of the Republic of Korea.

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.

### Organizational Context

The role of UNHCR Korea is to engage with the government, judiciary, legislative, the National Human Rights Commission, NGOs, civil society and the media to improve the domestic asylum system and treatment of asylum-seekers and refugees and to ensure respect for their rights, including the principle of non-refoulement.

### Position

The External Relations Intern supports the team in their efforts to establish and maintain partnerships with the government, a wide range of NGOs, civil society and the media especially on refugee-related issues and for financial contributions by the Republic of Korea. The intern will support the team's role in organizing public events, engaging in information dissemination and media relations and also managing the Goodwill Ambassador program.

The intern selected to work in this office are expected to show adaptability, flexibility, openness, team spirit, eagerness to learn and to contribute.

## Duties and Responsibilities

Under the supervision of UNHCR Korea External Relations Team,

- Provide support as required including ER team's engagement with external events;
- Support in writing web stories, drafting social media posts, conducting daily media monitoring about various issues related to refugees/asylum-seekers in Korea;
- Provide quality translation of key documents including press releases and briefing notes;
- Keep the office informed on new events relevant to UNHCR;
- Provide administrative support as required for the office;

Further to the tasks mentioned above, other tasks may also be added, according to interest/capability of the intern. The work will be distributed according to the intern's capability and the office's workload and needs.

## Essential 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 one year of applying) or a current student in a graduate/undergraduate school programme from a university or higher education facility accredited by UNESCO; and
- Have completed at least two years of undergraduate studies in a field relevant or of interest to the work of UNHCR

Please note that candidates who have immediate relatives (father, mother, son, daughter, brother or sister) working as staff members of UNHCR are not eligible to apply.

## Locations

The successful candidate will be based with the External Relations Team in Seoul, Republic of Korea.

## Conditions

The internship is associated with an internship agreement for 6 months. It is a full-time role with working hours starting from 9:30 AM to 6:30 PM, Monday to Friday (40 hours per week).

## To apply

Interested applicants should submit their letter of motivation and a fully completed and signed Personal History Form (PHF) to [admin@unhcr.or.kr](mailto:admin@unhcr.or.kr)

Personal History Forms are available at [PHF Form](#) / [Supplementary Sheet](#).

*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, color, sex, national origin, age, religion, disability, sexual orientation and gender identity.*