



**UNITED NATIONS RELIEF AND WORKS AGENCY
FOR PALESTINE REFUGEES IN THE NEAR EAST
UNRWA**

REPRESENTATIVE OFFICE TO THE EUROPEAN UNION

UNRWA is the largest United Nations agency operating in the Middle East and provides education, health, social services, and humanitarian aid to 5.7 million Palestine refugees living in West Bank, Gaza, Jordan, Syria and Lebanon. The UNRWA Representative Office to the EU (ROEU) works at the crossroads of advocacy, communication and visibility, liaising with different EU institutions such as the European External Action Service (EEAS), the European Parliament, the European Commission services, as well as with EU member states.

To help us in this, we are looking for an **Advocacy Intern (EUROPE) with German proficiency** to join our well-tuned Brussels Team for a challenging but exciting **5-6-month full-time voluntary internship**.

*The internship will focus on supporting the daily work of a small, multicultural team of experts to which you will be fully integrated. You will leave having gained specific knowledge on advocacy, communication and outreach at EU level, and insights on the work of the EU institutions and member states (with a particular focus on **Germany, Austria and Switzerland**) in the realm of foreign policy and humanitarian aid.*

Duties and Responsibilities

- Daily monitoring of relevant news and updates from media publishing in German, as well as that of some selected key member states on relevant policy and political developments.
- Assist with research and the development of a network of contacts in governments, parliaments, political parties, civil society organizations, think tanks and the private sector.
- Attend meetings of relevance to the office work and visibility, drafting minutes and / or reporting back (conferences, internal UNRWA meetings, etc.)
- Supporting advocacy activities towards German speaking audiences and other stakeholders.
- Assisting with communication activities, including the drafting and dissemination of communication material and the monthly ROEU donor communiqué, as well as support in translating relevant short documents into German.
- Maintain and manage ROEU's contact database and general mailbox and provide other administrative support as required.
- Assisting in the preparation of high-level visits of UNRWA representatives to Brussels and beyond, including preparation of substantive background documents.
- Assist with general requests for information pertaining to Palestine refugees.
- Assist in gathering and updating of information and contacts related to EU Member States, Civil Society Organisations, media and other sources.

Candidates must meet the following criteria:

- Master's degree in a relevant field such as European Studies, Political Science, International Relations (preferably with a focus on European Affairs and Palestinian/Middle Eastern issues).
- Excellent spoken and written command of **German and English**.
- Understanding of the German government's decision-making processes and foreign policy.
- Knowledge of French would be of advantage.
- Excellent communication (orally and in writing) and interpersonal skills.
- Excellent research and drafting skills.
- Ability to work within a small multicultural team.
- Ability to prioritize work and manage time effectively.
- A quick learner with a positive and proactive approach to work.
- Knowledge of all Microsoft Office applications and databases.
- Eligibility to reside and work in Belgium.
- Availability and commitment to a full time 5 – 6 month internship.
- Fully vaccinated against Covid-19.

Remuneration: *Unpaid*

How to apply:

Send a detailed CV and cover letter to: brusselsoffice_internships@unrwa.org by **19 September 2021** with the subject "Advocacy Intern (Europe)". Interviews are scheduled to take place in late September; with the internship projected to start during October 2021.

Due to the large number of applications that we receive, we are unable to respond to each individual candidate. Only candidates selected for an interview will be contacted.

General Information:

UNRWA is a United Nations organization whose staff is expected to uphold the highest standards of integrity, neutrality and impartiality. This includes respect for human rights, for diversity, and for non-violent means of dealing with all kinds of conflict. UNRWA staff members are expected to uphold these values at all times, both at work and outside. Only persons who fully and unconditionally commit to these values should consider applying for UNRWA jobs.

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