

# Global Protection Cluster Operations Cell Internship Terms of Reference



## **Background**

### ***Global Protection Cluster***

In 2005, the United Nations, as part of a larger reform process to improve the humanitarian response system, established, through the Inter-Agency Standing Committee (IASC), a “cluster leadership approach” which organises 11 critical areas of humanitarian response into clusters<sup>1</sup> with designated cluster lead agencies or co-lead agencies. The aim of the cluster leadership approach is to strengthen system-wide preparedness and technical capacity to respond to humanitarian emergencies by ensuring that there is a high standard of predictability, accountability and partnership in all sectors of activity.

UNHCR is the Global Cluster Lead Agency for Protection (Global Protection Cluster - GPC). In this capacity UNHCR has the responsibility to lead and coordinate other United Nations agencies, inter-governmental organisations and Non-governmental organisations participating in the GPC. In order to support these efforts the GPC has established an Operations Cell to deliver on the current [strategic objectives](#) to support field clusters (currently 28 protection clusters/other protection coordination mechanisms worldwide) and act as a global platform for protection.

### ***Global Protection Cluster Operations Cell***

The Global Protection Cluster (GPC) Operations Cell assists the GPC Coordinator in the administration of the GPC, ensures ongoing liaison with all participants in the GPC and takes on wide-scale responsibilities as focal point for coordinating with the inter-agency humanitarian community and field operations on implementing the Cluster Approach for protection in internal displacement caused by conflict and natural disasters.

In particular, the role of the Operations Cell at the global level is to provide the GPC Coordinator and GPC partners with the capacity to follow critical inter-agency processes, contribute to policy and standard setting on protection issues and implement and monitor the GPC work-plan, influencing planning and spearheading catalytic activities. At field level, the Operations Cell is a platform for providing advice to field protection clusters and assisting them through in-country support missions. The GPC Operations Cell coordinates trainings on specific issues – Coordination and Leadership Learning (Co-Lead), Protection in Practice, Protection Cluster Coordination, Protection information Management or Cash. The Operations Cell also liaises with all participants in the GPC, in particular Field Protection Clusters’ Coordinators, AoR Coordinators and Task Team Leaders to perform global advocacy. It also engages with donors and mobilizes resources.

Under the direct supervision of the Head of the GPC Operations Cell, the intern will be part of the Global Protection Cluster Operations Cell team and will assist in fulfilling its role and responsibilities, including the provision of active support to the twenty-eight field-based protection clusters.

### **Roles and Responsibilities of the Intern in the Global Protection Cluster Operations Cell**

1. Assist in the development and maintenance of the GPC social media outlets, including keeping Twitter and Facebook accounts active and up to date;
2. Research, compile and prepare information from partners and field protection clusters for the bi-weekly GPC Updates;

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<sup>1</sup> Camp Coordination and Camp Management; Early Recovery; Education; Emergency Shelter and NFI; Emergency Telecommunications; Food Security; Health; Logistics; Nutrition; Protection; and Water Sanitation Hygiene.

3. Assist in the organisation, preparation, recording and follow-up of Workshops, Conferences and Meetings of the Global Protection Cluster, in particular the annual GPC Retreat;
4. Update on a regular basis the GPC Mailing lists and assist with the dissemination of key GPC information to targeted audiences;
5. Assist with a timely dissemination of GPC products to field protection clusters;
6. Maintain the calendar of activities of the Global Protection Cluster and its Operations Cell;
7. Assist with the review of specific tools and IDP protection guidance material provided on the GPC website;
8. Assist with the drafting of presentations for external and internal meetings;
9. Participate, as appropriate, in external and internal coordination meetings. Where requested, take notes and minutes of the meetings;
10. Undertake other protection support activities as required.

#### **Required Qualifications and Experience**

1. Postgraduate University Degree in Public International Law, or equivalent qualification;
2. A proven ability to read and draft complex documents in English is essential, working knowledge of another UN language is an asset;
3. Good computer skills are essential;
4. Ability to work in a dynamic and multi-cultural environment.

#### **Duration**

01/07/2016 – 31/12/2016

Six Months.

#### **Location**

Geneva, Switzerland

#### **Sponsorship and Selection**

The selected intern will be required to show proof of independent sponsorship and means to meet all travel and living costs, and proof of medical insurance to cover any medical expenses. All costs connected with the internship must be borne by the sponsoring institution; UNHCR will not be responsible for reimbursing any costs related to the internship, whether these are incurred before, during or after such deployment.

Selection Process:

1. Review of list and CVs of prospective Interns to UNHCR;
2. Review of a cover note, in English, explaining why an internship with Global Protection Cluster is being sought and what is expected from the experience (preferably not more than a page);
3. Short Interview with members of the GPC Operations Cell.

Post Selection Process (documents to be provided by intern):

1. Signed Internship Agreement (to be provided by UNHCR upon selection);
2. Proof of sponsorship;
3. Proof of valid medical insurance;
4. Certificate of good health and proof that the intern has had all the vaccinations required for residence at the internship duty station.
5. 4 Photographs.

#### **Important Information**

Visas are normally the responsibility of the intern. UNHCR will assist where the intern encounters difficulty or UNHCR intervention is required.

**Completed application (Signed P11 and Cover Letter) should be sent to [gpc@unhcr.org](mailto:gpc@unhcr.org) by 16<sup>th</sup> June at 18:00 (Geneva time)**