

Terms of Reference for CSC

Internship

External Relations Unit

UNHCR, the UN Refugee Agency, is offering a full-time onsite internship with the **External Relations Unit of UNHCR Colombia**.

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 women, children and men 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.

Title: External Relations Intern

Internship Location: Bogotá, Colombia

Division/Section/Service: External Relations Unit

Duration (length of internship): 6 months with possible 2-month extension

Contract Type: Internship (Full time) - Onsite

Start date: July 2026

Organizational context

Colombia is host to one of the largest forced displacement crises in Latin America, with millions of [people from Venezuela](#) seeking protection and solutions. Many continue to face challenges in regularizing their status and accessing essential services.

At the same time, internal armed conflict persists despite the 2016 Peace Agreement and ongoing peace negotiations. As of 2026, 7 million people internally displaced still require attention and reparations. Besides, ongoing clashes between non-State armed groups (NSAG) still cause displacement and widespread community confinement. In a concerning trend, both Colombians and Venezuelans living in Colombia are affected by violence and displacement.

As both refugees and internally displaced people often face similar protection risks and needs, UNHCR has adopted a community-based and area-focused approach. This ensures that internally displaced Colombians, Venezuelan refugees, or at-risk host communities can access rights and services, participate in decision-making, and pursue durable solutions.

UNHCR is present in Colombia since 1997, supporting the development of a national asylum system and helping prevent forced displacement. Today, we work across the country, including in hard-to-reach areas, prioritizing regions with high numbers of displaced people. Our field presence spans urban centers like Bogotá, Cali, Cúcuta, and Medellín, as well as border regions with Venezuela, Ecuador, and Panama, and the conflict-affected Pacific Coast.

UNHCR's integrated response is built on four strategic pillars: prevention and protection, assistance, empowerment, and solutions. Together, these efforts aim to ensure that asylum-seekers, refugees, internally displaced people, those at risk of statelessness, and host communities live in safety and dignity.

The position

The External Relations Unit works to maintain strong relationships with media, donors, partners, governments, and other stakeholders in support of UNHCR's operations in Colombia. The team leads communication actions, resource mobilization, donor visibility, reporting and engagement with external allies, in coordination with units and field offices.

The External Relations Intern will support the team with reporting and assistance to external engagement actions under UNHCR in Colombia's External Relations Strategy. This role is designed as a learning opportunity and will provide hands-on experience in donor reporting and external engagement.

Under the direct supervision of the Senior External Relations Officer, the External Relations Intern will contribute to the preparation of reports, briefings, and coordination materials, supporting the engagement and implementation of UNHCR Colombia's activities.

Duties and responsibilities

Donor Reporting

- Assist in preparing briefings, donor updates, situational reports, and internal notes.
- Support the tracking of donor-funded activities and the Unit's strategy.
- Assist in compiling information for donor funding submissions.
- Support the drafting of interim, final, and after-action reports under supervision.
- Help ensure reports align with donor requirements and internal guidance.
- Maintain organized records of donor inputs, comments, and reporting deadlines.

Support to Coordination and Stakeholder Engagement

- Support coordination with UNHCR field offices and internal units on donor-related requests.
- Assist in communications with partners, government counterparts, UN agencies, and NGOs.
- Provide administrative support for coordination meetings, including agendas, minutes, logistics, and follow-up actions.

Meetings, Events, and Missions

- Assist in preparing briefing materials, talking points, and background notes.
- Support the organization of donor visits, meetings, and missions, including logistical arrangements.
- Participate in meetings as needed and keep records and minutes.

Additional Responsibilities

- Carry out other related tasks as assigned by the supervisor in support of the External Relations Unit and UNHCR Colombia's operation.

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 two years of applying) or a current student in a graduate/undergraduate school programme from a university or higher education facility accredited by [IAU/UNESCO](#)¹; and
- Have completed at least two years of undergraduate studies in a field relevant or of interest to the work of UNHCR².
- Candidates with previous UNHCR Internship experience must not have exceeded the maximum total cumulative full-time internship duration of eight (8) months.

NOTE: An individual who bears the relationship of parent, child or sibling or step-parent, step-child or step-sibling to a current UNHCR staff member or affiliate is not eligible for an internship.

¹ In the education section of the application, please make sure that your school is selected from the list of accredited higher education institutions when creating a profile in UNHCR Recruitment Portal - Workday. To do this, click on the magnifying glass next to Select School, then select Contains next to Description, type in the name of the school, click Look up and finally click on the result.

²For internships, completed university degree is not a requirement

³Desirable qualifications and skills

- Currently enrolled in or recently graduated from a degree programme in International Relations, Political Science, Development Studies, Communications, Journalism, Public Administration, or a related field.
- Strong written communication skills, with the ability to draft clear and well-structured reports, briefings, and summaries in English and Spanish.
- Good organizational and time-management skills, with attention to detail and ability to manage multiple tasks and deadlines.
- Interest in humanitarian, development, or refugee protection work, particularly in areas related to donor engagement, reporting, and coordination.
- Ability to collect, consolidate, and synthesize information from different sources in a clear and structured manner.
- Strong interpersonal skills and ability to work collaboratively with colleagues from diverse professional and cultural backgrounds.
- Proficiency in Microsoft Office tools (Word, Excel, PowerPoint); familiarity with reporting tools or information management systems is an asset.
- Ability to work independently under supervision, with a proactive and learning-oriented attitude.
- Working knowledge of Spanish and English; knowledge of additional languages is an asset.

Conditions

It is a full-time role with working hours starting from 8.30 am to 5:30 pm, Monday to Friday (40 hours per week). The successful candidate will be assigned to support the team in Bogotá, Colombia

The Intern's allowance for Bogotá, Colombia internship location **USD 2.400** per month for full-time internship.

Internships normally last two to six months with the possibility of extension up to eight months for full-time internships and twelve months for part-time internships.

How to apply

The selected candidate will receive a link to the UNHCR recruitment portal to create a profile.

Obligations

Acquiring and renewing current visas, residence permits including all associated costs, obtaining medical certification and compliance with taxation requirements (if applicable), are the responsibility of the intern.

The selected candidate will need to provide UNHCR with a proof of funding from the sponsoring institution, health insurance coverage applicable to the assigned internship location and a certificate of good health from a qualified medical practitioner certifying their fitness for work, as well as travel. In the event the candidate is not able to produce the required certificate, they will not be admitted to the Sponsored Internship Programme.

Allowance and Travel: The Sponsoring Institution shall provide non-reimbursable financial support in the form of a stipend/scholarship/allowance/etc. for the period of internship with UNHCR. Travel expenses to and from the internship location shall be the responsibility of the respective sponsoring institution. UNHCR is not responsible for any remuneration for the intern during the internship period.

If you are a person with a disability and you expect you may face challenges during the recruitment process, you can indicate it in your application form.

There are options to select any health conditions you may have and outline any necessary adjustments related to disabilities during the recruitment phases. Providing this information is optional. It will be treated as strictly confidential and used only for the purpose of finding out how to better assist you during the recruitment process.

Adjustments for candidates with disabilities will be provided as best as possible and as needed upon request.

All candidates will be assessed based on meeting the requirements for each vacancy in relation to experience, skills, and education.

UNHCR does not charge a fee at any stage of its recruitment process (application, interview, meeting, travelling, processing, or training).

We welcome applications from candidates with a refugee or stateless background.

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