



A Network of People
Building Peace

GPPAC Internship Knowledge, Practice & Project Development

Starting date	01 March 2017
Duration	Three or four months (4 days a week)
Location	GPPAC Foundation in The Hague, the Netherlands
Deadline	15 February 2017

Please note that the position is unpaid. We will provide EUR 150 per month to cover expenses.

About GPPAC

The GPPAC Foundation is a non-governmental organisation that promotes conflict prevention and peacebuilding strategies and supports and connects people working for peace worldwide. It is the Global Secretariat of the Global Partnership for the Prevention of Armed Conflict (GPPAC), a network of civil society organisations working in this field. See: www.gppac.net

We facilitate connections between network members for learning and knowledge exchange, and we work to make sure that the voices of local civil society organisations are heard in national and international policy arenas.

GPPAC seeks to build a new international consensus on the way in which we approach violent conflict, calling for a fundamental change: a shift from reaction to prevention.

About the GPPAC Internship Programme

Interns are invaluable to GPPAC, as they support our programmes with a great deal of enthusiasm and dedication. In turn, we aim to provide our interns with a useful learning experience for professional development. In addition to on-the-job learning about the programme they intern with, interns will gain an overview of the workings of our organisation and the network as a whole. We also provide a series of short workshops over the duration of the internship, on topics ranging from the theoretical (how to analyse a conflict) to the practical (how to develop a project budget). Each intern, together with their supervisor, sets personal learning goals, which are monitored throughout the internship.

Knowledge, Practice and Advocacy Team

The Knowledge, Practice and Advocacy Team strategy facilitates the knowledge exchange and development amongst GPPAC members on specified themes within the conflict prevention field. It enables a unique clearing house of civil society generated knowledge, through collecting, sorting and documenting experiences, lessons learned and best practices on conflict prevention. The programme products also feed into GPPAC advocacy and outreach strategies at different levels. Key areas of work include the production of GPPAC internal updates, which will produce regular information exchange to GPPAC members, and the publication of conflict analyses, policy and practice briefs. The Project Development Coordinator supports the team in raising funds for projects involving network members and implementing GPPAC's Strategic Plan for 2016-2020. GPPAC's added value particularly lies in:

- Institutionalised access to, and effective facilitation of information across more than 500 CSOs around the world;
- Access to a unique pool of expertise generated and tested on the ground, as well as the means to share this expertise broadly within the network and outside partners;
- Linking theory and policy applications available globally to local practice and vice-versa;
- Knowledge aggregation, to be used by civil society – members of the global network – to engage with external stakeholders.

Tasks

The tasks of the internship will include, amongst others:

- Support the Managing Advisor Human security in project and programme activities, including the updating of [Empowerment and Protection – Stories of Human Security](#), conducting desk



A Network of People
Building Peace

reviews and supporting project documents and communication with partners and GPPAC members.

- Support to the Coordinator Project Development, including in identifying potential donors, writing project proposals, and implementing the donor-relations social media strategy.
- Support the Gender programme in the integration of gender in programme development
- Research, editing and translation for knowledge products.
- Attending and reporting on relevant events in The Hague and Brussels.
- Support events organisation and liaise with the communications team around the events.

GPPAC internal update

- Lead coordinator for the compiling and presentation of information for the GPPAC Update to be sent once every two weeks. The newsletter provides GPPAC members with internal and external updates, serves as a place to share members' own news and includes information about relevant resources and opportunities.

General task(s)

- Some general office support beyond the assigned programme tasks, when requested (daily organisational tasks will be kept to a minimum).

Requirements

- Excellent command of written English is essential, fluency in French is a strong advantage, other languages are a plus (Dutch, Spanish, Arabic and Russian particularly);
- Relevant educational background (university level), preferably in peace and conflict studies or related field;
- Strong organisational skills, ability to manage assigned tasks and work to deadlines;
- Demonstrated research and analytical skills;
- Proactive, able to work independently, problem-solve and show initiative;
- Systematic, meticulous eye for detail;
- Strong communication skills;
- High level of computer literacy, in particular use of Word, Excel and online tools;
- Editing experience, translations and work experience in the field are advantages but not a requirement.

How to apply

Please send your CV, a cover letter explaining your motivation and how you fit the requirements, and a writing sample (can be an essay, article, etc.) to Charlotte Divin, c.divin@gppac.net. We will only consider complete applications.

The deadline for receipt of applications is 15 February. Interviews will take place in the week of 20 February. We normally receive a considerable amount of applications for internships. Only shortlisted candidates will be contacted. For progress in the recruitment process, please consult our website.