



A Network of People  
Building Peace

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## GPPAC Internship Communications

**Starting date** 18 September 2017  
**Duration** 4 months (4 days a week)  
**Location** GPPAC Foundation in The Hague, the Netherlands  
**Deadline** 31 July 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](http://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 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.

### Communication and Information Management

The Communication and Information Management (CIM) team is responsible for the external communication of GPPAC. This includes several functions like the development and implementation of communication strategies, producing timely content, implementing and maintaining online services to network members. Another task of the team is to manage the internal IT processes.

The main goals of the internship position are to:

1. Help create visibility of GPPAC Foundation.
2. Support GPPAC's external communications.
3. Support the launch of the GPPAC Portal.

### Tasks

The tasks of the this internship include, amongst others:

- **Put conflict prevention on the map** (with a specific GPPAC angle)
  - Develop visuals.
  - Develop a one-pager on 'what is conflict prevention'.
  - Develop messages related to conflict prevention.
  - Research latest conflict prevention developments and keep the information up to date.



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- **Support external communications around GPPAC activities, e.g.**
  - UNSC 1325 week
  - 16 Days Campaign
  - UN activities
- **GPPAC Portal**
  - Collect and upload materials and information to make available on the GPPAC Portal. Also, think about and plan the specific products that need to be developed for the portal.
  - Support the registration process (email communication with members).
- **Support revision & updates of the Peace Portal**

#### **General task(s)**

- Some general office support, beyond the above-mentioned tasks, on request (daily organisational tasks will be kept to a minimum).

#### **Requirements**

- Educational background in peace and conflict studies, international relations, political science or a related field.
- Affinity with digital communications, such as website/content management and social media.
- Familiarity and understanding of the civil society sector.
- Excellent command of written and spoken English, knowledge of other languages a strong advantage.
- Strong communication skills.
- Knowledge of graphic/multimedia design (Photoshop).
- 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.

#### **How to apply**

Please send an email with your CV, a cover letter explaining your motivation and how you fit the requirements, a writing sample (can be an essay, article, etc.) and a graphic design sample (e.g. a flyer) to **Vicky Carreras** via [v.carreras@gppac.net](mailto:v.carreras@gppac.net) with just “**Internship CIM**” in the subject line. We will only consider complete applications.

The deadline for receipt of applications is **Monday 31 July 2017 at 12pm**. Interviews will take place in the week of **21 August**.

We normally receive a considerable amount of applications for internships and we therefore **only contact shortlisted candidates**. For progress in the recruitment process, please consult our website <http://www.gppac.net/work-with-us>.