



A Network of People
Building Peace

Junior Network Team Assistant (32 hours per week)

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. 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.

For more information see: www.gppac.net and www.peaceportal.org

About the position

The Junior Network Team Assistant will support the Network Team, and report to the Network Development Coordinator. The team consists of three people, and its responsibilities include:

- Managing and supporting GPPAC's membership
- Project development and fundraising in line with our Strategic Plan
- Planning, monitoring, evaluation and learning
- Network coordination: ensuring that members of the GPPAC network are optimally served, and organising meetings and exchanges of network governance and coordination bodies, such as GPPAC's International Steering Group.
- Communications with GPPAC members

The main responsibilities and tasks of the Junior Network Team Assistant will include:

Network development tasks:

- Membership management
- Conducting member surveys and process results
- Assisting in international meeting logistics
- Supporting regional coordination
- Writing meeting reports
- Collecting information and draft bi-weekly internal GPPAC newsletter

Project development tasks:

- Monitoring funding opportunities
- Supporting the Coordinator Project Manager in proposal writing, including coordinating staff input, proofreading, editing.
- Keeping the various fundraising logs and databases updated

Planning, monitoring and evaluation tasks:

- Processing planning, monitoring and evaluation information
- Editing texts and reports



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Requirements

The ideal candidate is a recent graduate; proactive, eager to learn, independent, adaptable, capable to work in a multicultural environment and sometimes under pressure to meet deadlines. They are fluent in English and have excellent communication, writing and editing skills. We are looking for someone with:

- A Master's degree in a relevant field, such as conflict studies, international relations, development studies or anthropology
- An interest in the field of conflict prevention and peacebuilding
- 0-2 years work experience in a similar position, including internships
- Fluency in professional English, as well as a strong working knowledge of a second language, Russian or Arabic is a plus
- Good communication, intercultural communication and relationship-building skills
- Excellent writing and editorial skills
- Excellent skills in MS Word and Excel, knowledge of G Suite is helpful
- Ability to work independently as well as in a team
- Experience in processing and analysing survey results is a plus
- A valid permit to work in the Netherlands

What we offer

GPPAC offers an interesting and challenging job in an attractive, international and flexible work environment. GPPAC is an equal-opportunities employer. Conditions are in accordance with the Dutch Labour Law.

Employment: fixed contract for twelve months with the intention to renew.

Salary: salary range is EUR 2,201 – 2,394 monthly full-time.

Location: The Hague, the Netherlands

How to apply

Please apply by sending a cover letter explaining your interest and qualifications, accompanied by a CV. The letter and CV should arrive in our offices no later than 31 January 2018, preferably by email to recruitment[at]gppac.net. Please put only **Junior Network Team Assistant** in the subject line of your email message.

The first round of phone/Skype interviews will take place in the week of 5 February 2018. The second round of in-person interviews will take place in the week of 12 February 2018 in The Hague. **Only shortlisted candidates will be contacted.**