



A Network of People
Building Peace

GPPAC Internship Project Development and Monitoring & Evaluation

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| Starting date | 2 September 2019 |
| Duration | 4 months (4 days a week) |
| Location | GPPAC Foundation in The Hague, the Netherlands |
| Deadline | 1 August 2019 |

Please note that the position is unpaid. We will provide EUR 170 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 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, with their supervisor, sets personal learning goals, which are monitored throughout the internship.

Network Team: Project Development and Monitoring & Evaluation

The intern will work with two staff members of the Networking Team, that are responsible for global networking aspects: (1) Project Development, and (2) Planning, Monitoring, Evaluation and Learning.

The Partnerships and Development Coordinator is responsible for developing new projects and raising funds for GPPAC and with GPPAC members. With the Partnerships and Project Development, we manage our efforts to secure enough financial resources to be able to carry out GPPAC activities through our regional networks and global activities in order to implement the GPPAC Strategic Plan. The Coordinator Planning, Monitoring, Evaluation and Learning coordinates and facilitates GPPAC staff and the fifteen regional secretariats in their (strategic) planning and reporting processes and assists in and executes evaluations.

Tasks

The tasks of this internship will include, amongst others:

Project Development

- Assist with the preparation of high-quality proposals and reports to donors while ensuring that donor guidelines are respected.
- Liaise with GPPAC members and Programme Managers to gather information for funding proposals and reports.
- Identify potential new sources of funding which reflect GPPAC strategic priorities and for which GPPAC or GPPAC network members are eligible.



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- Compile and circulate bi-weekly funding updates for GPPAC members.
- Contribute to the development of fundraising-related communications materials.

Planning, Monitoring, Evaluation (PME) and Learning

- Support the Coordinator PME and Learning in the processing of the information. This is done among others by using an online database with monitoring information.
- Get insight into how PME and Learning are approached by GPPAC through the so-called “outcome harvesting” approach, and assist in the maintenance of an online community of practice.

Other assistance to and a full member of the Networking Team

- Joining Networking Team meetings and a full member of the team of four people.
- Ad hoc tasks, including taking notes of internal and international meetings, assist in GPPAC workshops, assist in Surveys to Network members (CSOs).

General task(s)

- Work with other interns in 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.
- Develop the new season of the Peace Corner Podcast series together with other interns (conduct interviews, prepare questions, identify topics, etc.). You can find the podcast [here](#).
- General office support and support to fundraising beyond the assigned programme tasks, when requested (daily organisational tasks are kept to a minimum).

Requirements

- Relevant educational background (university level), preferably in peace and conflict studies or related field;
- Familiarity with, and understanding of the civil society sector;
- Strong organisational skills, ability to multitask and work to deadlines;
- Demonstrated research and analytical skills;
- Proactive, able to work independently, problem-solve and show initiative;
- A systematic, meticulous eye for detail;
- Strong communication skills;
- Excellent command of written and spoken English, knowledge of other languages a strong advantage;
- High level of computer literacy (Microsoft Office pack and possibly other software or databases).

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 **Mr Paul Kosterink**, [p.kosterink\[at\]gppac.net](mailto:p.kosterink@gppac.net). For processing purposes, please write only “**Internship Network Team**” in the subject line. We will only consider complete applications.

The **deadline to submit applications is Thursday, 1 August 2019, 17:00 Netherlands time.**

Interviews will take place during the week of 12 August by phone or Skype.

Since we normally receive a considerable number of applications for internships, and will therefore **only contact shortlisted candidates**. For progress in the recruitment process, please consult our website <https://gppac.net/vacancies>.