



A Network of People  
Building Peace

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## GPPAC Internship Project Development

<b>Starting date</b>	30 March 2020
<b>Duration</b>	4 months (4 days a week)
<b>Location</b>	GPPAC Foundation in The Hague, the Netherlands
<b>Deadline</b>	13 March 2020

*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. For more, 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 programmes 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.

### Global Advocacy Team

The intern will work with two staff members of the Global Advocacy Team who are responsible for Project Development.

An important part of the responsibilities of the Global Advocacy Team is to develop new projects and raise funds for GPPAC members. The aim is 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](#).

### Tasks

The tasks of this internship will include, amongst others:

#### Project Development

- Assist with the preparation of high-quality proposals and reports to donors.
- Liaise with GPPAC members and relevant staff members 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.
- Compile and circulate bi-weekly funding updates for GPPAC members.
- Contribute to the development of fundraising-related communications materials.



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### **Other assistance to and a full member of the Global Advocacy Team**

- Assist with the organising of GPPAC's Global 2020 Event (planning, communication, content design, and outreach to key stakeholders)
- Contributing to weekly Global Advocacy Team meeting
- Ad hoc tasks, including taking notes of internal and international meetings and assisting in GPPAC workshops.

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

- Work with other interns in compiling and presentation of information for the bi-weekly GPPAC Update. 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**

- Candidates must be eligible to do an internship in the Netherlands.
- 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 work to deadlines.
- Demonstrated research and analytical skills,
- Proactive, independent, and problem-solving attitude.
- A systematic, meticulous eye for detail.
- Strong communication skills.
- Excellent command of written and spoken English, knowledge of other languages is 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 **Ms Johanna Hilbert, j.hilbert[at]gppac.net**. For processing purposes, please write only "**Internship Global Advocacy Team**" in the subject line. We will only consider complete applications.

The **deadline to submit applications is Friday, 13 March 2020, 17:00 Netherlands time**.

Interviews will take place soon after the deadline by phone or Skype.

We normally receive a considerable amount of applications for internships and, therefore, **only contact shortlisted candidates**.