

## VACANCY ANNOUNCEMENT

### Operations Unit Internships (3 Positions)

1. Asia Team Intern
2. East Africa & Balkans Team Intern
3. West Africa Team Intern

#### Organisational Context

The Global Community Engagement and Resilience Fund (GCERF) is a Swiss foundation that supports local, community-level initiatives worldwide that address the local drivers of violent extremism and strengthen resilience against violent extremist agendas. It was established in Geneva, Switzerland in 2014 as a public-private partnership governed by a multi-stakeholder Board which includes representatives of countries which provide funds, countries to which funding is allocated, civil society, the private sector, research institutions and foundations.

GCERF has developed a number of funding mechanisms to optimise its grant-making. GCERF's Core Funding Mechanism, which currently forms the foundation of GCERF's work, operates in countries that have requested GCERF's support and have established a national, multi-stakeholder platform (Country Support Mechanism) to assess the unique national challenge of violent extremism. This needs assessment informs GCERF funding priorities. Decisions to fund specific programmes are based on expert technical analysis and rigorous due diligence of potential grantees.

GCERF is currently working in Bangladesh, Kenya, Kosovo, Mali and Nigeria. GCERF is committed to empowering local communities. GCERF provides funding to organisations (Principal Recipients) which themselves form and lead a consortium of community-based organisations strongly engaged with communities to implement a comprehensive set of initiatives that address the local drivers of violent extremism and strengthen resilience against violent extremist agendas.

To enhance performance, GCERF supports and promotes the development of grantee capacity and learning, and applies a robust and pragmatic performance monitoring and evaluation framework to ensure mutual accountability, transparency and learning. GCERF is in the process of launching complimentary funding streams in the aforementioned as well as new countries.

#### Purpose of Position

Each intern supports the grant making and management, research and communications of a specific regional team within the Operations Unit. The Operations Unit comprises three regional teams who are responsible for developing and managing the grant portfolio and a technical team that provides technical advice and support.

#### Organisational Setting and Reporting Relationships

Interns with regional teams report to the Senior Grants Officer (the supervisor) responsible for the region. The Intern works closely within a core regional team of three persons. Each regional team works closely with other regional and technical teams in the

Operations Unit, as well as in cooperation with colleagues in GCERF's Corporate Services and External Relations units.

### **Accountabilities & Responsibilities**

In relation to designated countries:

#### *Grant Making and Management*

- Support the grant making process through the following stages: the application process, due diligence, proposal development and grant agreement signature. Work with the country team to support efficiency, effectiveness and adherence to GCERF's grant making principles and standard operating procedures.
- Support grant management processes to track milestones, compliance timelines and other deliverables of grantees, including regular reports, Monitoring and Evaluation frameworks. Provide support to processing payments to grantees.
- Provide administrative support to your country team, such as file management.
- Provide logistical support for the preparation and implementation of regular operational visits to beneficiary countries and related in-country events.

#### *Research and Communications*

- Monitor, conduct research and draft reports on designated countries.
- Contribute to relevant documents and presentations to support decision-making by stakeholders, such as GCERF's Country Support Mechanisms the Independent Review Panel, and the GCERF Governing Board.
- Contribute to the preparation of external updates, presentations, and reports to support external relations and resource mobilization efforts.

#### *General*

- Backstop and support colleagues in your country team and the Operations Units as requested by the supervisor.
- Undertake other duties as requested by the supervisor.

### **Profile**

#### *Experience*

Previous experience or demonstrated interest in the prevention of radicalisation to violent extremism will be an asset. Experience in an international organisation, the non-profit sector and/or working in GCERF beneficiary countries will be an asset.

#### *Competencies*

- *Professionalism:* Knowledge and understanding of technical and functional aspects of the position, attention to detail and commitment to achieving results.
- *Communication:* Excellent interpersonal, oral and written communication skills.
- *Accountability:* Takes ownership of own performance.
- *Teamwork:* Works collaboratively with colleagues to achieve identified goals.

- *Planning and Organising:* Develops clear objectives; identifies and focuses on priorities; monitors performance and adjusts plans and actions as necessary; uses time efficiently.
- *Commitment to Continuous Learning:* Keeps abreast of new developments in relevant fields of thematic or functional expertise; contributes to the learning of colleagues.

### *Education*

An advanced university degree in International Affairs, Relations or Development, Business or Public Administration, Peace-building, Conflict Transformation, or a related field.

### *Languages*

Fluency in English is required. Fluency in French and English is required for the “West Africa Team” Position.

### **General**

Internship Duration: 6- 12 months, on a full basis.

A stipend of CHF 1,500 per month is provided.

**Application Deadline:** Open until all open positions are filled.

Please specify in your application the specific team or team for which you would like to be considered.

**How to Apply:** Please visit the GCERF website at <http://www.gcerf.org/about-us/career-opportunities/>.