

Position description – Portfolio Management (Ref:2020-04)

Position title: Portfolio Management Internship	Position level: Internship	Team: Portfolio Management	Required travel: none	Required FTE: 100%
Reports to: Portfolio Management Head		Roles reporting to this position: None		
Scope of the role Responsible for providing support to the grant making and management, research, and communications within the Portfolio Management Unit.				
Principal accountabilities and ownership <ol style="list-style-type: none"> Grant Making and Management: Responsible for providing general support to end-to-end grants management processes and administrative support to the Unit; supporting communications with grantees with special focus on the Horn of Africa. Research and Communications: Responsible for monitoring in-country developments, conducting small-scale research, attending and reporting back on relevant events in Geneva, and contributing to the preparation of internal and external communication updates. Administrative support: Responsible to support travel, conference and other administrative related issues. 				
Qualifications		Interdependencies		
Knowledge/Experience/Qualifications <ul style="list-style-type: none"> Master's degree International Affairs, Relations or Development, Business or Public Administration, Peacebuilding, Conflict Transformation, or a related field Previous experience in working with an international organisation Previous experience or demonstrated interest in the prevention of radicalisation to violent extremism will be an asset Previous experience in working in GCERF partner countries or in any developing countries Pervious experience in working in the Horn of Africa is an added advantage Technical skills <ul style="list-style-type: none"> Fluency in English and French Personal skills and attributes <ul style="list-style-type: none"> Communicate effectively Can do attitude Attention to detail Drive for results Fostering teamwork Commitment to continuous learning 		What this role must provide for key working relationships Portfolio Management Head (primary) <ul style="list-style-type: none"> Ensure communication and guidance is received from PM Head Support the PM Head on research, administration and communication Support to the Horn of Africa portfolio specifically Portfolio Management team (primary) <ul style="list-style-type: none"> Collaborate closely with Country Managers and National Advisors on Grant Making and Management Support the relevant processes and unit administration GCERF grantees (secondary) <ul style="list-style-type: none"> Maintain and track communication with grantees 		

About GCERF:

The Global Community Engagement and Resilience Fund (GCERF) is a multi-stakeholder global fund that works with local partners to strengthen community resilience to violent extremism. GCERF directs resources to initiatives led by and benefiting local communities.

GCERF focuses on local communities because they suffer the most from violent extremism, and because they are optimally placed to understand and act upon the drivers of violent extremism. GCERF's work is anchored in the Sustainable Development Goals, in particular Goal 16 "Peace, Justice and Strong Institutions." GCERF is also committed to the UN Global Counter-Terrorism Strategy (2006) and the UN Plan of Action to Prevent Violent Extremism (2016).

GCERF is currently active in 9 countries: Bangladesh, Kenya, Kosovo, Mali, Nigeria, the Philippines, Somalia, Sri Lanka, and Tunisia and soon in Albania and Northern Macedonia. As a multi-stakeholder global fund, GCERF provides a political and resource mobilisation focal point for the international community; extends access within and across countries threatened by violent extremism; promotes innovation; and serves as a repository of expertise.

By strengthening communities' resilience, GCERF promotes peaceful and inclusive societies, and enables sustainable development.

General information:

- GCERF is committed to diversity within its workforce and encourages applications from all qualified candidates.
- Internship duration: 6- 12 months, on a full-time basis. If funds and performance allow, promotion to Junior Associate position may be possible.
- Location: the position is based in Geneva.
- Remuneration: stipend of CHF 1,500.00 per month is provided.

Application Process:**Deadline: 5 September 2020**

As a part of the recruitment process, shortlisted applicants will be asked to complete a written assignment and participate in an interview process.

How to Apply: Please visit the GCERF website at <https://www.gcerf.org/careers-and-opportunities/>.

Please send an email to careers@gcerf.org for any question you may have regarding this vacancy.