



Vacancy Announcement

Portfolio Management Junior Associate

(REF. 2024-03)

Position title:	Portfolio Management Traineeship
Position level:	Junior Associate
Team:	Portfolio Management
Required FTE:	100%
Required travel:	Up to 20% upon completion of security training
Reports to	Country Manager

Scope of the role

Responsible for supporting the Country Manager in grant making, grant management, research, analysis, and communication within the team.

Principal accountabilities and ownership

- **Quality assurance:** Support the Country Manager in end-to-end grants management and grant-making, in alignment with the GCERF process chart.
- **Assisting with GCERF portfolios:** Liaise with grantees in assigned portfolios and support the Country Managers as requested (e.g., administrative support, travel, etc). Activities and tasks according to the GCERF process chart.
- **Research and Communications:** Monitor in-country developments, conduct research, provide regular in-depth analysis for the Country Manager, attend and report on relevant events in Geneva, and coordinating the preparation of internal and external communication updates on countries.

Qualifications

Knowledge/Experience/Qualifications

- Some Knowledge and understanding of programme design and development, project cycle management, and financial budgeting and reporting.
- Analytical and research skills working with qualitative data.
- Some knowledge of the socio-political environment and civil society organisations is an asset.
- Experience of working alongside a wide range of grantees with skill and sensitivity, including community-based and grassroots organisations is an asset.
- 2 to 3 years relevant experience in working in an international or grant making organisation supporting grant or project management (ideally minimum 6 months) or local organisation (ideally minimum 12 months), or ability to demonstrate other transferable experience.
- Previous experience or demonstrated interest in the prevention of radicalisation to violent extremism will be an asset.
- Previous working or lived experience in GCERF partner countries or neighboring countries with similar conditions or in conflict affected areas may substitute to work experience.
- Master's degree in Peacebuilding, Conflict Transformation, International Development, Anthropology, Social Sciences, or a related field.

Language skills

- Fluency in English (C2), French (C2) and Russian (C2)
- Arabic (C2) is an asset

Values

- Achieving together
- Acting with integrity
- Embracing diversity
- Realising potential
- Making a difference

Personal attributes based on GCERF competencies

- Leadership – Proactivity, integrity. Innovate
- Work collaboratively
- Accountability and drive for solutions and results
- Embrace diversity
- Communicate effectively
- Demonstrate good judgement, informed and fair decision-making
- Realise potential – Embrace learning and Entrepreneurial spirit

Interdependencies

What this role must provide for key working relationships

Country Managers (primary)

- Collaborate with Country Managers in proactively supporting operational activities linked to grant-making and management

Grantees (primary)

- Under the guidance of a specific Country Manager, work closely with grantees to ensure efficient, effective, and compliant grant-making and management.

Resource Mobilisation team (primary)

- Support Country Managers with background research and information for input to donor proposals and report

Grants Finance (primary)

- Contribute to GCERF reviews of workplans and first level of consolidation with the grantee budget and financial report

Performance & Impact team (secondary)

- Contribute to GCERF reviews and creation of learning and research materials for external communication
- Contribute to the review of results frameworks

General information:

- Our offices are located in Geneva, Switzerland
- Swiss residency is not mandatory
- GCERF values diversity, equality and inclusion and we hire globally. We are committed to hiring qualified candidates irrespective of age, disability, ethnicity, national origin, family status, sex, gender identity or expression, physical characteristics, race, religion, spirituality or sexual orientation. GCERF has zero tolerance policy towards sexual harassment, sexual exploitation and abuse as well as any form of discrimination or harassment. GCERF stands by its commitment to welcoming persons of all backgrounds into a safe work environment.
- Our values are :
 - Making a difference
 - Achieving together
 - Acting with integrity
 - Embracing diversity
 - Realising potential
- All selected candidates will undergo rigorous reference checks.
- Contract: 12 months full-time (40 hours) with a possibility to renew.
- Remuneration: Internships and Junior Associate positions are paid. Interns receive a stipend of CHF 2000 per month. Junior Associates who meet the criteria are remunerated CHF 3,500 per month.
- The benefits include CHF 500 per month contribution towards health insurance.

Application Process:

Deadline: 24 May 2024

As a part of the recruitment process, Careers team will be in touch with you directly if you are shortlisted. Unfortunately, we are unable to be in contact with every candidate.

The Shortlisted applicants will be asked to complete a written assignment and participate in an interview process.

Our ongoing commitment is to keep the workplace open to persons of all backgrounds, by fostering a diverse and inclusive workplace.

How to Apply: Please visit the GCERF website at <https://www.gcerf.org/careers-and-opportunities/>. Please send an email to careers@gcerf.org with any questions you may have regarding this vacancy.