

## Vacancy Announcement

### Portfolio Management Internship

**(REF. 2025-02)**

Position title:	Portfolio Management Internship
Position level:	Internship
Team:	Portfolio Management
Required FTE:	100%
Required travel:	0%
Reports to	Regional Manager

## Scope of the role

Responsible for providing support to the Regional Manager in grant making and management, research, and communications within the Portfolio Management Unit.

## Principal accountabilities and ownership

- **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.
- **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 for supporting travel, conference and other administrative related issues.

## Qualifications

### Knowledge/Experience/Qualifications

- Master's degree International Affairs, Relations or Development, Business or Public Administration, Peacebuilding, Conflict Transformation, or a related field, or equivalent
- Previous experience in working with an international organisation or non-profit organisation is ideal, this could be during studies or volunteer work
- Previous experience or demonstrated interest in the prevention of radicalisation to violent extremism will be an asset
- Previous experience in working or living in GCERF partner countries or in any ODA eligible countries
- Previous experience working or living in the Sahel countries is an added advantage

### Language skills

- Fluency in French (C2) and English (C2)

### Values

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

### Personal attributes based on GCERF competencies

- Be proactive
- Work collaboratively
- Be accountable and drive for solutions and results
- Communicate effectively
- Embrace learning and entrepreneurial spirit

## Interdependencies

### What this role must provide for key working relationships

#### Regional Managers (primary)

- Collaborate closely with Regional Managers and National Advisors on Grant Making and management
- Support the relevant processes and unit administration

#### 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

#### GCERF grantees (secondary)

- Support and track communication with grantees if and as requested

### General information:

- Our offices are located in Geneva, Switzerland.
- Swiss residency or work eligibility is not a requirement.
- 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.
- All selected candidates will undergo rigorous reference checks.
- Contract: 12 months full-time (40 hours) with a possibility to renew.
- GCERF Internships are paid. Interns receive a stipend of CHF 2000 per month plus a cash contribution towards health insurance of CHF 500 per month.

### Application Process:

- **Deadline: 27 April 2025**
- The 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.
- Only complete applications, including a resume and cover letter, will be considered.

**How to Apply:** Please send an email to [careers@gcerf.org](mailto:careers@gcerf.org) with your application and any questions you may have regarding this vacancy.