Vacancy Announcement

Portfolio Management Junior Associate

(REF. 2023–14)

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 in conflict affected areas.
- Masters degree in Peacebuilding, Conflict Transformation, International Development, Anthropology, Social Sciences, or a related field.

Language skills
- Fluency in Russian and English (C2)
- Arabic (C2) and French (B2) are assets

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
- 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 towards sexual harassment, sexual exploitation and abuse as well as any form of discrimination or harassment. Everyone at GCERF is expected to uphold our values. 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. In both cases, the income is tax exempt.
- The benefits include CHF 500 per month contribution towards health insurance.

**Application Process:**

**Deadline: 3 September 2023**

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/](https://www.gcerf.org/careers-and-opportunities/).
Please send an email to careers@gcerf.org with any questions you may have regarding this vacancy.