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## **Geneva Centre for the Democratic Control of Armed Forces (DCAF)**

### **Internship opportunity – Communications and Social Media Intern (50%), Public-Private Partnerships Division**

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#### **Background**

Initiated by the Swiss Government, the Geneva Centre for the Democratic Control of Armed Forces (DCAF) supports good governance and reform of the security sector.

DCAF's Public-Private Partnerships Division supports multistakeholder approaches that foster and strengthen innovative partnerships between states, parliaments, international organizations, civil society and the private sector. DCAF's strength lies in its ability to offer tailored and impartial advisory and services, as well as in its multi-level approach bridging the international, regional and domestic levels. DCAF is the strategic implementing partner for both the Montreux Document (see [www.mdforum.ch](http://www.mdforum.ch)) and the International Code of Conduct for Private Security Service Providers (see [www.icoca.ch/](http://www.icoca.ch/)). Together with the International Committee of the Red Cross (ICRC), DCAF supports companies working in complex environments to ensure that Human Rights are integrated into safety and security approaches (see [www.securityhumanrightshub.org](http://www.securityhumanrightshub.org)). Finally, DCAF fosters innovative approaches to cyber security challenges. To find out more about our work visit the Public-Private Partnerships Hub at [www.dcaf.ppps.ch](http://www.dcaf.ppps.ch).

#### **The opportunity**

Communication and public outreach is a core priority of the Public-Private Partnerships Division. In order to support its work, the Public-Private Partnerships Division seeks a Communications Intern working at **50% for a six month period**. In addition to offering the possibility for the successful candidate to develop a range of communications skills and being exposed to cutting-edge humanitarian and human rights issues, the successful candidate will be working in a multi-cultural and dynamic team.

#### **Intern Responsibilities**

The Communications Intern will work – inter alia – on the following tasks:

- Maintenance and updating of the Public-Private Partnerships (PPPs) Division's online platform, including drafting content and design development;
- Coordinating divisional and DCAF wide communication material to be uploaded on the PPPs online platform;
- Implementation and maintenance of a social media strategy, as well as contributing content to our social media platform;
- Supporting the production of outreach materials, including flyers and other communication tools;
- Any other support as required.



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### **The ideal candidate: Competencies and background**

- A first-level university degree is preferred in the field of journalism, communication or social sciences, including political science and international relations. Current university students are encouraged to apply;
- English native level fluency, with excellent writing skills. Additional languages (in particular French and/or Spanish) would be considered as an asset;
- Strong computer skills: familiarity with website management and CMS an asset;
- Strong knowledge of professional social media use;
- Attention to detail and ability to deliver on time;
- Good writing and editing skills;
- Strong interest and commitment for the areas of work undertaken by the Public-Private Partnerships division;
- Effective interpersonal / teamwork skills;
- Ability to work in an international environment with diverse stakeholders;
- Flexibility and willingness to carry out administrative tasks as required.

### **Additional requirements**

- Swiss or EU citizenship or otherwise with a valid work permit
- Applicants should be registered at a higher education institution in the wider Geneva region.

### **Internship conditions**

The weekly working time is 20 hours. DCAF is able to pay a small monthly grant to interns: however, it does not cover living costs in Geneva or provide other administrative / logistical support.

### **To apply**

Candidates meeting the qualifications are invited to e-mail their CV with a covering letter, with the subject Communications Internship Application to:

Mrs. Séverine Arroyo-Dunand

E-mail: [ppps@dcaf.ch](mailto:ppps@dcaf.ch)

**Closing date for applications is 4 August 2017. Expected starting date is 1 September 2017.**

Please note that only those candidates that are short-listed for interviews will be notified.