

ISSAT INTERN

Terms of Reference

Job Title: ISSAT Intern – Training Focus

Reporting to: Training Coordinator, ISSAT

Location: Geneva

Application Deadline: 26.11.2017

Start Date: As soon as possible

Length of Contract: 6 Months (subject to successful probation)

Stipend: 1200CHF (100%) subject to tax

Full/Part Time: Part time available

Background: The post holder will form part of the International Security Sector Advisory Team (ISSAT) that consists of up to 16 staff drawn from a variety of specialisations to support strategic, successful and sustainable Security System Reform (SSR) interventions in developing, transitional and post-conflict countries. ISSAT provides a deployable capacity to support its members (which include 14 bilateral donors, the EU, OECD Secretariat, OIF, OSCE and the UN) in creating strategic, successful and sustainable SSR interventions in conflict affected and development environments.

The team works in partnership with governments, utilising principles based on international norms and standards as set out in the UN Secretary Generals report on SSR and in tools such as the OECD DAC Handbook on Security System Reform (OECD 2007). ISSAT has four service lines, namely Advisory Field Services, Capacity Development and Training, Knowledge Services, and Advocacy and Outreach. Further information on the ISSAT can be found at <http://issat.dcaf.ch>.

Interning Objectives

1. To learn in general about the practical challenges of implementing SSR good practice from a donor perspective;
2. To learn specifically about ways to, and challenges of, building awareness of SSR good practice, as a means of enabling change towards actual good practice;
3. To enhance research and drafting skills and gain in-depth knowledge on specific SSR-related issues;
4. To acquire and enhance skills in the design of face to face and online trainings;
5. To enhance verbal and written communication skills and to use one's creativity to promote training products; and
6. To hone teamwork skills in a busy environment, and the ability to drive a workstream to fruition with minimal supervision, including workstream planning, management, presentation, and dissemination.

Tasks & Responsibilities: Under the direction and supervision of the Training Coordinator, and other ISSAT staff as appropriate, the post holder will:

- Undertake background research on SSR general, country-specific and/or thematic issues;
- Draft and/or prepare training products including case studies, background notes and exercises to be used in trainings;
- Review existing e-learning materials and make suggestions for improving contents and visuals
- Gather and prepare audio and/or video support material for use in trainings;
- Support the design of publicity and outreach materials for ISSAT trainings including brochures, flyers etc.;
- Help gather lessons identified and good practice examples for use in ISSAT trainings;
- Support in the maintenance and development of ISSAT's online courses;
- Assist with administrative tasks related to training as necessary (including analysis of participant questionnaires, formatting training material, and updating participant database and ISSAT website);
- Act as liaison with training participants and facilitators to provide guidance on the use of ISSAT website and e-learning platform;
- Assist the certification applications for ISSAT e-learning materials;

Qualities required: The post holder must be proactive and have demonstrated an ability to work as part of a multi-disciplinary team. (S)he must be able to work quickly and accurately with minimal supervision and have a proven track record in the production of high quality research material and data drawing on a variety of electronic and hard copy source materials. (S)he must have good interpersonal and communication (verbal and written) and presentational skills and the ability to network and liaise effectively. (S)he must be able to analyse issues quickly and effectively and produce required outputs to tight timescales. SSR is a fast developing field and it will be necessary to monitor and retain currency in the latest thinking and developments. An interest in international relations and development issues, fundamental to the SSR concept, is highly desirable.

The ideal candidate will already be a member of the ISSAT online Community of Practice by the time of the interview, and have familiarised themselves with ISSAT's online courses.

The position is open to Swiss/EU citizens as well as those in possession of a valid Swiss work permit until the end of the internship. Students who are enrolled at a Swiss university or Institute for higher education are also eligible.

Languages: Fluency in English and French is required. Knowledge of other languages such as Arabic or Spanish will be an advantage.

Performance evaluation: The successful candidate will achieve all the objectives set above by the completion of their internship. (S)he will receive an induction, mid-period and end-of-period appraisal, and have access to in-house skill development training when such is available. The candidate will be on probation for the first month (two months if on less than 60%). An extension of the internship over the summer period is available to high-performing candidates.

Candidates meeting the requirements are invited to email their CV with a Covering Letter in English addressing the selection criteria to: ISSATInternship@dcaf.ch

“ISSAT Training Intern” MUST BE included in the subject line of the application e-mail to be considered.

ISSAT is committed to geographical and gender diversity.