

# DCAF-ISSAT Intern

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## Terms of Reference

**Job Title:** DCAF-ISSAT Internship (50%)

**Reporting to:** Performance Management and Reporting Officer, DCAF-ISSAT

**Location:** Geneva

**Application Deadline:** 30.09.2018

**Start dates:** The internship commences as soon as possible

**Length of contract:** 6 months (subject to successful probation)

**Stipend:** 600CHF (50%)

**Background:** The post holder will form part of the International Security Sector Advisory Team (ISSAT) that consists of 23 staff drawn from a variety of specialisations to support strategic, successful and sustainable Security Sector Reform (SSR) interventions in post-conflict and transitional countries. ISSAT is a Division of the Geneva Centre for the Democratic Control of Armed Forces (DCAF). DCAF-ISSAT provides a deployable capacity to support its Members (which include 16 bilateral donors, and the AU, EU, OECD Secretariat, OIF, OSCE, UN, and the World Bank) with SSR interventions in conflict-affected and development environments.

DCAF-ISSAT works in partnership with governments, utilising principles based on international norms and standards as set out in the UN Secretary General's report on SSR and frameworks such as the OECD DAC Handbook on Security System Reform (OECD 2007). DCAF-ISSAT has four service lines, namely Advisory Field Services, Capacity Development and Training, Knowledge Services, and Advocacy and Outreach. Further information on DCAF- 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 the 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 improve or acquire skills in advocacy and outreach, including (should the candidate show an aptitude in these areas):
  - Developing a Community of Practice
  - Use of social media
  - Search engine optimisation

- Maintaining the language interface of a website
  - Desktop publishing design
  - Writing skills
  - Presentation skills
  - Video editing
4. To learn and acquire skills in knowledge gathering, production, presentation and learning for use in the field; and,
  5. 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 Performance Management and Reporting Officer, and other DCAF-ISSAT staff as appropriate, the post holder will:

- Identify and upload resources, events, and jobs to the DCAF-ISSAT Community of Practice (CoP) online Resource Library <http://issat.dcaf.ch/Learn/Resource-Library> ;
- Draft and post replies to inquiries and to questions on the CoP Forum;
- Maintain the English, French, Arabic and/or Spanish pages of the DCAF-ISSAT website;
- Manage basic tasks on the administrator side of the DCAF-ISSAT website;
- Write a blog on a topic of SSR interest to the candidate;
- Undertake background research on SSR general and specific country issues;
- Support DCAF-ISSAT teams in preparing for field missions, events, activities;
- Prepare materials for training workshops, seminars, conferences or other DCAF-ISSAT or donor organised events;
- Assist with administrative tasks as necessary for the fluid functioning of the team;
- Maintain effective and productive relationships with other DCAF sections; and,
- Any other assigned research tasks or such other duties as may, from time to time, be assigned by the Head of ISSAT in support of team activities.

**Qualities required:** The post holder must be proactive and have demonstrated an ability to work as part of a multi-disciplinary team. They 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, communication (verbal and written) and presentational skills, as well as 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 is 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 right candidate will already be a member of the DCAF-ISSAT online CoP by the time of interview and have familiarised themselves with the CoP. They must have a good grasp of the Microsoft Office suite, an aptitude for design work, and an understanding of online

content management application and systems. The ideal candidate will have some experience with Adobe Creative Suite.

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 either English or French required, with a working proficiency in the other necessary. Native or near native command of Spanish is highly desirable. Other languages are 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 part time).

Candidates meeting the requirements are invited to email their CV (no more than two pages) with a one page Covering Letter in English addressing the selection criteria and availability to [ISSATinternship@dcaf.ch](mailto:ISSATinternship@dcaf.ch)

**ISSAT is committed to geographical and gender diversity.**