

SAFERWORLD JOB DESCRIPTION INTERNSHIP

TITLE:	Intern – South-East and Eastern Europe
ORGANISATION:	Saferworld
LOCATION:	London
PURPOSE:	To assist in the implementation of Saferworld's activities on arms, security and conflict prevention issues in South-East and Eastern Europe
REPORTING TO:	Project Co-ordinator Eastern Europe/ Project Co-ordinator South-East Europe
KEY RELATIONSHIPS:	Head of Europe Programme; Team Leader Europe; Advocacy and Communications team

BACKGROUND

Saferworld is an independent non-governmental organisation that works to prevent and reduce violence conflict and promote co-operative approaches to security. We work with governments, international organisations and civil society to encourage and support effective policies and practices through advocacy, research and policy development and through supporting the actions of others. Saferworld has programmes in Africa, Asia and Europe.

Our internships offer the opportunity for graduates to further their career goals, while helping Saferworld combat the root causes of international conflict.

As many graduates discover, salaried opportunities are limited, especially in the non-governmental sector, without work experience. Saferworld internships offer the opportunity to gain excellent work experience, considerably increasing employment potential. Former interns are working in leading NGO's, government departments, parliament and academia.

Saferworld's internships last for 6-12 months and are generally full-time. The length of the internship reflects the importance Saferworld places on the development of skills and experience, which will maximise future employment potential.

The internship available on the Europe programme focuses on Ukraine, Georgia, Bosnia and Herzegovina and Kosovo.

Using a combination of capacity building, networking, research, advocacy and awareness raising, we work to produce positive changes to the policies and practices of these countries with regard to arms exports control, problems related to small arms and light weapons (SALW), and security sector reforms. We also work to improve dialogue between civil society and the authorities on community safety issues and promote greater openness and accountability in the justice and law enforcement sector in the countries where we work.

ROLES AND RESPONSIBILITIES

- Monitor and analyse the official and non-governmental debates on issues relating to arms exports, SALW proliferation, community safety and policing in South-East and Eastern Europe;
- Maintain and develop the research and press filing systems to meet the needs of the project;
- Collect, collate, translate or write short news items for Saferworld's website;
- Complete various other administrative, translation and proofreading tasks;
- Assist the Project Co-ordinator in the development and delivery of Saferworld's NGO capacity building projects, and advocacy and policy dialogue with government officials in South-East and Eastern Europe;
- Undertake scoping studies (through desk research and fieldwork) on human security, SALW- and export-related policies and civil society in South-East and Eastern Europe;
- Assist in the co-ordination and organisation of seminars and other events involving government officials, policy specialists and civil society;
- Ensure, with the team, regular engagement with and expansion of Saferworld's NGO and media contacts throughout South-East and Eastern Europe;
- Provide research and support for media, public education and fundraising work; and
- Provide support to work by other members of Europe Programme.
- Daily monitoring of UK media associated with the Programme

PERSON SPECIFICATION

- Masters degree or equivalent in International Relations/ Politics or related area of studies and a good overview of the South-East Europe or Eastern Europe region;
- Fluency in written and spoken English essential;
- Fluency in Russian and/or another language from South-East or Eastern Europe would be desirable;
- Rigorous analytical skills;
- A good overview of human security/ peace and conflict prevention issues, and an active interest in the workings of civil society;
- Good communication skills, written and oral;
- A positive problem-solving approach;
- Good interpersonal and team-working skills;
- Ability to work under pressure;
- Experience of working on countries in South East or Eastern Europe would be an advantage;
- A willingness to promote Saferworld's work and develop NGO collaborative work.

TERMS AND CONDITIONS:

Payment: £7.45 per hour (London minimum wage)

Length of internship: 6 -12 months

Hours: 37.5 hours week

Holidays: 25 days a year

APPLICATION PROCESS:

To apply please send full CV together with covering letter outlining, relevant experience and stating where you saw the advert to: Sophia Khan Saferworld, 28 Charles Square, London N1 6HT, or e-mail: recruitment@saferworld.org.uk

Deadline for applications: **Friday 12th December 2008**

Unfortunately due to Saferworld's resource policy, only shortlisted candidates will be contacted

For further information about Saferworld please visit <http://www.saferworld.org.uk>