

SAFERWORLD JOB DESCRIPTION INTERNSHIP

JOB TITLE:	Intern – Asia programme
ORGANISATION:	Saferworld
LOCATION:	London
PURPOSE:	To assist in the development and effective implementation of Saferworld's organisational communications, parliamentary and media work.
REPORTING TO:	Head of Asia Programme
KEY RELATIONSHIPS:	Team Leader Asia, Project Coordinator Asia , other Asia team members, Policy & Advocacy 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 internship scheme offers 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.

We have one internship available on our Asia programme which focuses on Bangladesh, Nepal and Sri Lanka and regional security issues. The programme is looking at other countries of interest such as Pakistan.

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

- Assist the Head of Asia and the Asia team in the development and delivery of Saferworld's Asia programme projects
- Provide research and administrative support to Saferworld's Asia programme including media, public education and fundraising work
- Monitor the official and non-governmental debates on arms related issues in South Asia
- Assist in the coordination and organisation of seminars and other events involving government officials, policy specialists and civil society
- Maintain and develop the research and press filing system on arms related issues to meet the needs of the programme
- Ensure, with the team, regular engagement with Saferworld's NGO and media contacts throughout South Asia
- Maintain and update the Asia programme database.
- Daily monitoring of UK media associated with the Programme

PERSON SPECIFICATION

- Masters degree in international relations/politics and a good overview of current international relations issues;
- Fluency in written and spoken English;
- Rigorous analytical skills;
- A good overview of peace and security issues;
- Excellent writing skills;
- A positive problem solving approach;
- Good interpersonal and team-working skills;
- Experience of working on countries in South Asia 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>