

## JOB DESCRIPTION

<b>Job Title:</b>	Research Intern – China Programme
<b>Location:</b>	Vienna - Austria
<b>Reporting to:</b>	China Project Coordinator
<b>Key Relationships:</b>	China programme team and project partners; Saferworld country programmes in Africa and Asia; Arms Control unit (London)
<b>Salary range:</b>	EUROS 23,108 gross per annum
<b>Contract terms and hours:</b>	A minimum of 6 – 12 months. Full-time – standard working week is 37.5 hours
<p><b>Background:</b></p> <p>Saferworld is an independent non-governmental organisation that works to prevent violent conflict and build safer lives. We work with civil society, governments and international organisations to encourage and support effective policies and practices through advocacy, research and policy development and through supporting the actions of others.</p> <p>Our internships offer the opportunity for graduates to further their career goals, while helping Saferworld combat the root causes of international conflict.</p> <p>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 Saferworld interns are working in leading NGOs, government departments, parliament and academia.</p> <p>Saferworld's internships last for a minimum of 6-12 months and are 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.</p> <p>Saferworld's China programme draws on a decade-long engagement with Chinese official institutions, research institutes and scholars to support China making positive contributions to conflict prevention and peacebuilding, notably in the conflict-affected and fragile countries where it plays a major role. Saferworld's China programme facilitates international dialogue, raises awareness and conducts research, focusing on themes such as:</p> <ul style="list-style-type: none"> <li>• promoting dialogue and international high-common standards in non-traditional security areas (e.g. tackling illicit transfers and diversion of conventional arms and promoting a people-centred approach to UN peacekeeping operations)</li> <li>• promoting transparent and conflict sensitive investments in conflict-affected countries</li> <li>• raising awareness and facilitating dialogue on the implementation of the sustainable development agenda and the Belt and Road Initiative</li> </ul> <p>The China Programme is managed from Saferworld's office in Vienna.</p>	
<p><b>Job purpose:</b></p> <p>To assist in the implementation and reporting of Saferworld's policy research and dialogue activities within the China Programme.</p>	

## **Roles and responsibilities**

- Conduct research on China's role and impact in conflict-affected and fragile countries
- Monitor relevant official and non-governmental debates
- Assist in the coordination and organisation of seminars and other events involving government officials, policy specialists and civil society
- Assist in the drafting of activity reports, reports to donors and fundraising documents
- Assist in the drafting, editing, production and dissemination of publications and newsletters
- Assist colleagues to ensure regular engagement with Saferworld's government, parliamentary, civil society and media contacts
- Provide research and administrative support for communications and advocacy work
- Daily monitoring of relevant international media

## **Person specification**

### **Knowledge, qualifications and experience**

- Master's degree in international relations/politics and a good overview of current international relations issues
- A good overview of peace and security issues
- Experience of working in at least one of Saferworld's focal regions would be an advantage

### **Skills and abilities**

- Fluency in written and spoken English
- Rigorous analytical skills
- Excellent writing skills
- A positive problem-solving approach
- Good interpersonal and team-working skills

### **Personal qualities**

- Commitment to and compliance with Saferworld's safeguarding principles
- Commitment to respect and value equality and diversity, and understanding of how this applies to own area of work
- Commitment to own continuing personal and professional development
- Commitment to the vision, mission and values of Saferworld
- A willingness to promote Saferworld's work and develop NGO collaborative work

## **Application process**

**To apply:** Download and complete an application form at <http://www.saferworld.org.uk/jobs/jobs> and send to Marie Aziz at [jobs@saferworld.org.uk](mailto:jobs@saferworld.org.uk) (Ref: CPI)

### **Deadline for applications:**

**As this post is EU based, non-EU nationals will require current and valid permission to work in Austria.**

Deadline for applications: **18 November 2019**. We regret that only shortlisted candidates will be contacted.