



JOB DESCRIPTION: PROGRAMME INTERN April 2019 (TBC) – November 2019

Child Rights Connect is looking for one full-time Programme Intern (40 hours per week) starting in April and as soon as possible, until November 2019 (dates TBC).

****PLEASE NOTE** Only Swiss citizens, EU citizens with a Swiss guarantor or those already in possession of a Swiss/EU work permit may be considered for this internship.**

Child Rights Connect is an independent, non-profit network of 80 national, regional and international organisations, networks and coalitions. Our membership covers almost every country on the planet and we work directly with children's rights defenders in over 150 countries. We were initially set up in 1983 as the *Ad Hoc NGO Group for the drafting of the UN Convention on the Rights of the Child* to influence the drafting of the Convention on the Rights of the Child (CRC); the first and most comprehensive international human rights treaty for children. Since then, we have worked for decades to connect UN human rights systems to the daily realities of children's lives. Our Secretariat is based in Geneva, Switzerland.

Child Rights Connect works to promote children's rights throughout the broader UN human rights system. This includes monitoring human rights developments at the UN which may have an impact on children's rights and coordinating children's rights defenders around joint advocacy activities on key priority issues at the UN Human Rights Council. Our work also involves providing children's rights defenders with capacity-building and technical assistance to help them better promote, implement and monitor the CRC in their countries, through engaging with UN human rights mechanisms including the Committee on the Rights of the Child.

JOB DESCRIPTION

Main responsibility: Support the work of the Child Rights Connect Secretariat and in particular, the activities related to the UN Committee on the Rights of the Child (the Committee) and the United Nations Human Rights Council (UNHRC).

Main tasks:

- Monitor the sessions and pre-sessions of the Committee as well as the sessions of the UN Human Rights Council and disseminate information and outputs to relevant stakeholders via email and social media.
- Support the Secretariat's work in preparation of the sessions and pre-sessions of the Committee, as well as the mobilisation of national children's rights defenders for future Committee sessions and pre-sessions, and update the internal database.
- Support the organisation's work in preparation of and during the regular sessions of UNHRC and particularly the June and September sessions.
- Provide assistance during the 5th anniversary of OPIC conference on 30th April 2019.
- Support the organisation's work in preparation of and during the 30th anniversary of the CRC conference on 18/19/20 November 2019.
- Undertake background research and assist with the preparation of internal and external documents.

- Prepare communications materials and assist in developing tools and updating the website and social media.
- Administrative support and other tasks, as necessary.

CANDIDATE PROFILE:

1. A first-level university degree in a relevant field (e.g. international human rights law, political science, international relations) is preferred, completed 2 years ago at most.
2. Strong organisational skills and ability to prioritise multiple tasks.
3. Fluency in English, French and/or Spanish – other languages are an asset
4. Strong sense of responsibility and ability to work independently.
5. Good teamwork and communication skills.
6. Computer literacy including Microsoft office suite. Experience with social media, WordPress and Survey Monkey (or willingness to learn) is a plus.
7. Understanding of the international human rights framework and commitment to children's rights would be strong assets.

CONDITIONS

A monthly allowance is provided (Swiss social charges will be deducted from this amount).

APPLICATION PROCESS:

Please send a CV, a letter of motivation, along with a short writing sample not edited by others by email to: recruitment@childrightsconnect.org with the email subject: **Application for Programme Internship 2019**.

Please note that due to the high number of applications, we will not review incomplete applications and only short-listed candidates will be contacted.

Deadline:

Applications should be submitted via email by **Wednesday 17th April 2019 (12 noon CET)**.

Interviews:

Interviews will take place during on **Tuesday 23rd April** and **Wednesday 24th April 2019** at the Child Rights Connect office or via Skype.