ADVERT: TWO PROGRAMME INTERNS
13 January 2020 – 19 June 2020

Child Rights Connect is looking for two full-time Programme Interns (40 hours per week) starting on January 13th 2020 until June 19th 2020.

**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 over 90 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, including children, 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 mainstream children’s rights and a child rights-based approach 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 defenders, including children, 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, including children, 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. You can find out more about our activities and strategic goals in our Strategic Plan 2020-2024.

JOB DESCRIPTION

Main responsibility: Support the work of the Child Rights Connect Programme Team 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). Support the establishment and management of a permanent Children’s Advisory Team of 12 child advisors globally.

Main tasks:

• Monitor the sessions and pre-sessions of the Committee (taking place for one month between January/February and May/June) 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 (February/March and May/June sessions), in particular the 2020 Annual Day and Annual Resolution on the Rights of the Child in March.
• Assist in the preparations and implementation of a workshop in Geneva between March and April on children human rights defenders, including sessions with the child advisors.
• Provide assistance to the establishment, development and regular contact and activities of a Children’s Advisory Team.
• 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.
• Provide assistance in the planning and implementation of an annual General Assembly on 11th and 12th June 2020.
• 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 and French and/or Spanish – languages are a strong 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) of 1,200 chf.

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 2020.

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 midnight of Sunday 8th December 2019.

Interviews:

Interviews will take place during on Thursday 12th December 2019 at the Child Rights Connect office or via Skype.