

Job description
East and Central Africa Programme Intern

1. GENERAL

Job title: East and Central Africa Programme Intern
Location: London
Reporting to: East and Central Africa Programme Director

2. ORGANIZATIONAL INFORMATION

Conciliation Resources (CR) is an international non-governmental organization with more than 15 years of experience working internationally to prevent and resolve violent conflict. Our practical and policy work is informed by people living in countries affected or threatened by war.

In addition to working in Uganda, Sudan, The Democratic Republic of Congo (DRC) and Central African Republic we work with partners in the South Caucasus, Fiji, the Mano River sub-region of West Africa, India, Pakistan, Colombia and the Philippines. We also publish *Accord: an international review of peace initiatives*, and seek to influence government peacemaking policies. We are funded by governments, multilateral agencies, independent trusts and foundations. CR is registered in the UK as a charity (1055436).

CR staff and programme associates play an active role in British, European and global peacebuilding networks and initiatives and enjoy good relations with a range of governmental and international organizations. Our main areas of expertise include:

- Supporting people working at local, national and international levels to develop effective solutions to social, economic and political problems related to violent conflicts;
- Providing opportunities for inclusive dialogue and improved relationships within communities and across conflict divides at all social and political levels;
- Influencing governments and other decision makers to employ conflict transformation policies that promote alternatives to violence;
- Improving peacemaking practice and policies by promoting learning from peace processes around the world;
- Challenging stereotypes and increase public awareness of human rights, conflict and peace issues in divided societies.

General criteria

CR currently has 23 full and part-time staff working out of the London office, and another five in CR's field office in Sierra Leone. CR enjoys good relations with a range of governmental and international organizations.

CR's staff work in a spirit of programme partnership, which demands team-work, mutual respect, integrity, personal initiative, creativity, political and interpersonal sensitivity and professional discretion.

3. OVERVIEW: CR's East and Central Africa programme (ECAP)

CR has a record of creative peacebuilding in relation to the Lords Resistance Army (LRA) – Government of Uganda conflict dating back to 1997. We have supported and worked in partnership with the Acholi Diaspora organization Kacoke Madit; in 2002 we published *Protracted Conflict, Elusive Peace*, issue 11 of *Accord: an international review of peace initiatives* that analysed the efforts for peace in Northern Uganda; and in 2004 we worked with journalists on conflict sensitive reporting and research examining the return and reintegration of adults to the community. Building on earlier experience, since 2006, CR has been implementing the Uganda, Sudan and DRC Borders Programme, with the overall goal of 'contributing to the non-violent end to the conflict between the Government of Uganda (GoU) and the Lord's Resistance Army (LRA) and a peacebuilding process that is just, sustainable and seeks to meet international human rights standards and the needs of the conflict-affected peoples'.

The programme works in four countries: Uganda, Sudan, the Democratic Republic of Congo (DRC) and the Central African Republic (CAR). The programme has various strands: contributing to inter-community dialogue and understanding; supporting locally appropriate justice mechanisms; strengthening cross-border peacebuilding work; supporting our partners in strengthening their organisational capacities; and, advocacy aimed at promoting the views of the conflict-affected population.

For more information about CR, including our latest annual report please consult our website: <http://www.c-r.org>

Internship purpose

While tasks and duties will support the whole programme the main focus will be on cross-border peacebuilding work in the LRA affected areas of northern Uganda, Southern Sudan, DRC and CAR. Apart from direct project-related work, the Intern will also provide general administrative support to the programme.

Scope and accountability

The East and Central Africa Programme Intern will be managed by the ECAP Programme Director.

4. SPECIFIC TASKS AND RESPONSIBILITIES

a. Project support

- Drafting and editing reports;
- Regular communication to partners;
- Supporting the development of the ECAP section of CR's website by conducting interviews, developing case studies, drafting text and sourcing photos;
- Assisting with the coordination and logistical support of ECAP events (mainly UK, but by mutual agreement, you may be asked to travel to the region);
- Undertaking research on behalf of the Programme Director.

b. Finance and administration

- Organizing files and other hard copy documents;
- Updating and entering contacts on the database.
- Assisting in making travel arrangements for programme members.

c. General programme support

- Conduct basic research (largely related to donors) for proposals, papers and new projects;
- Attend and contribute to meetings and feeding this into the programme.

5. PERSON SPECIFICATION

Knowledge

- Excellent written and spoken English and French;
- Academic/professional qualifications preferably in a relevant subject area (such as conflict resolution, international relations, development studies, or a related field);
- Knowledge and interest in peacebuilding and/or governance in Africa, preferably in East and Central Africa.

Experience

- Experience of maintaining databases, including data input;
- Experience of maintaining paper and electronic libraries;
- Experience (paid or voluntary) of working in an NGO environment is desirable.

Skills/attributes

- Accuracy and attention to detail, particularly in financial matters and data entry;
- Excellent verbal and written communication skills with confidence and ability to communicate with a wide range of people;
- Effective time management skills and ability to multi-task and prioritise competing demands, even when under pressure, in a methodical and systematic manner;

- Strong interpersonal skills and proven ability to handle diverse sources of information in a confidential, sensitive manner with due care, respect and discretion;
- Ability to work autonomously on own initiative as well as in a team;
- Willingness and ability to juggle the more interesting with more routine tasks, ensuring that both are achieved to a good standard and within strict deadlines;
- Awareness of cross-cultural and political sensitivities and capacity to listen actively to people from varying backgrounds;

Personal and organizational values

The ECAP intern is expected to apply CR's core values to his/her work and develop them within the organization. These are defined as a commitment to justice, non-discrimination, equity, gender equality, transparency, accountability, inclusiveness, collaborative decision-making, and teamwork.