UNOY Internship: Network Officer

Starting date: 14 April 2021  
Duration: 6 months (4 days a week-32 hour)  
Location: The Hague, Netherlands

Applications are reviewed on a rolling basis. Please note that the position is unpaid. You will receive a stipend of 400 EUR per month to cover some expenses. You must be a legal resident or citizen of the EU. We unfortunately cannot sponsor a work permit/visa. You need to be already registered or be able to register in the Netherlands from abroad as BSN (Dutch registration number) is a legal requirement. You should also be enrolled in a university for the duration of the internship. Age between 20 and 29. You also need to have access to a personal computer and secure internet connection.

About UNOY Peacebuilders
UNOY is a youth-led network of over 130 youth organisations working towards more peaceful societies. We embrace values of peace, diversity, inclusion, and participation. At UNOY, young people have the opportunity to gain work experience in the field of peacebuilding, join an international team, develop new skills, and connect with young people and organisations around the world. All interns are supported by a supervisor in identifying their personal learning goals, training opportunities, and monitoring progress throughout the internship.

As the Network Officer, in collaboration and with the support of the wider team, your tasks might include:

Network management and development:
You will assist with:

- Coordinating the membership selection to the UNOY network;
- Daily operation of the regional networks, including setting meetings, drafting minutes, communicating with members;
- Supporting regional teams (coordinators and representatives) in different operations and tasks, including recruitment, elections and engagement;
- Planning, monitoring and evaluation processes of the network, including the lessons from the Annual Impact Review;
- Supporting strategic network development and governance processes - International Steering Group elections.

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Programmatic support:
- Planning, implementation and monitoring of regional activities in selected UNOY regions (Europe);
- Gender program: supporting the Gender Transformative Approach to UNOY’s governance, policies and operations, including in the implementation of a Gender Training for members;
- Grantmaking program: providing technical and administrative support for the UNOY Grantees, including reviewing the narrative reporting;
- Capacity Development: support the implementation of the training for UNOY regional coordinators

Office and Administrative management:
- General office support and support to fundraising beyond the assigned programme tasks, when requested.

We are looking for somebody who has:
- Experience or a strong interest in peacebuilding and youth work;
- Strong intercultural communications, analytical, and organisational skills;
- A higher education degree (undergraduate or postgraduate) on a topic related to peace and conflict, international relations and other relevant areas of studies. We also accept candidates who are in their last year of undergraduate degree;
- Strong written and spoken English. French, Arabic or Spanish is a plus;
- Enthusiasm, commitment, and is problem-solving oriented;
- Self-motivation, flexibility and capability to work independently and in a team.

We offer you:
- Being a significant and valued member of a young, dynamic, and international team;
- Opportunity to work independently, take responsibility, and learn by doing;
- A great stepping stone for your future career; former interns have moved on to work in international organisations, academia, and the government sector;
- Internal and external training opportunities;
- Possibility to use your internship for studies/research.

If you are interested in joining our team, please apply by sending your CV and application form (available at www.unoy.org/join/jobs) to vacancy@unoy.org, with ‘Network Officer’ in the subject line. Deadline to apply: 20 March 2022 23:59 CET

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