**Civil Society Platform for Peacebuilding and Statebuilding (CSPPS)**

## INTERNSHIP - TERMS OF REFERENCE

**Position Title** : Intern - Program Delivery Unit

- Location: Cordaid, The Hague – The Netherlands
- Type of contract: Fixed-term (6 months)
- Working hours: 32h per week (4 days/week)
- Starting date: 19 February 2024
- Supervisor: CSPPS Coordinator
- Stipend : 310€ per month

### About CSPPS

The Civil Society Platform for Peacebuilding and Statebuilding (CSPPS) is a global network of civil society organisations supporting peacebuilding efforts in fragile & conflict affected settings. The main objective of CSPPS is to support these civil society organisations in their efforts to contribute to the formation of more peaceful, just and inclusive societies, in line with SDG16. In particular, CSPPS assumes the role of civil society representative in the International Dialogue for Peacebuilding and Statebuilding (IDPS). The CSPPS Secretariat has been hosted by Cordaid since 2012.

### Main Responsibilities

The main objective of this position is to assist the CSPPS Secretariat Coordinator. Tasks range from supporting the internal operations of the Secretariat, to strengthening our international network and supporting our country teams in their peacebuilding activities.
At CSPPS, we want our interns to not only support the work of the Secretariat, but to make a meaningful contribution, both to their own professional careers and to the scope of the Platform.

This position has a multitude of responsibilities, including:

- Organising consultations and meetings with members and other civil society stakeholders;
- Translating (ENG-FR/FR-ENG) reports and oral interventions during meetings;
- Developing advocacy documents (e.g. event reports, statements);
- Writing minutes (ENG/FR) of meetings (e.g. Executive Committee, Just Future Network);
- Administering the CSPPS network: processing membership applications, evaluating and supporting project proposals from network members;
- Exploring and developing funding opportunities;
- Updating the CSPPS website content and participate in its communication efforts;
- Contributing to an episode of the Peace Corner Podcast;
- Contributing to research projects with universities and partner organisations;

- Intern Challenge: leading any potential project that the intern is interested in and that is relevant for the Platform (e.g. writing an article for the website, conducting an interview, producing content related to conflict prevention and peacebuilding, etc.).

### Selection Criteria / Qualifications and Experiences

- Open to students currently enrolled in a Master's degree (preferably in relevant fields of international relations, development studies, crisis and security management, etc.);
- Candidates must be able to work in the EU and meet the administrative requirements for working in the Netherlands (by obtaining a BSN number);
- Professional competence in English AND French is essential, and knowledge of Spanish is an asset;
- Excellent writing skills;
- Strong ability to handle multiple tasks simultaneously;
- Ability to work in a (small) team;
- Familiarity with peacebuilding and conflict prevention issues is preferred.

### How to apply ?

Please send a resume and a cover letter to **info@cspps.org** by Wednesday, 31 January 2024