

UNOY Peacebuilders

CALL FOR INTERNS POSITIONS 2009



The **United Network of Young Peacebuilders** (UNOY Peacebuilders) is a network of youth organisations active in the field of peacebuilding. Its Secretariat is based in The Hague, The Netherlands and is run by an international team of interns and volunteers.

UNOY Peacebuilders internships **offer young people an opportunity to gain work experience in the field of peace-building, join an enthusiastic international team, learn new skills and be in contact with youth and organizations from around the world.**

On an ongoing basis, we offer volunteer and internship positions. Please note that some of these positions may be combined. Below you find current internship positions that recently opened up:

Monitoring & Evaluation Officer

Minimum: 16 hours a week
Starting: as soon as possible
Minimum: 5 months (September-January)
Deadline: as soon as possible

Web Developer

Minimum: part time or full time
Starting: as soon as possible
Minimum: flexible
Deadline: September 2009

Trainings Officer

Minimum: 16-24 hours a week
Starting: as soon as possible
Minimum: 5 months
Deadline: end of August 2009

Database Volunteer (MS Access)

Minimum: part time or full time
Starting: as soon as possible
Minimum: flexible
Deadline: ongoing

Latin American Desk officer

Minimum: 16-24 hours a week
Starting: as soon as possible
Minimum: 5 months (August-December)
Deadline: as soon as possible

Graphic Designer/ Desktop Publisher

Minimum: part time or full time
Starting: as soon as possible
Minimum: flexible
Deadline: ongoing

Events Organiser

Minimum: 24-30 hours a week
Starting: as soon as possible
Minimum: 4 months (August-November)
Deadline: as soon as possible

African Desk Officer

Minimum: 32 hours
Starting: mid-August
Minimum: 5 months (Aug – 31 Dec)
Deadline: immediately!

Archiving volunteer(s)

Minimum: part-time
Starting: as soon as possible
Minimum: flexible
Deadline: mid-August 2009

Asian Desk Officer

Minimum: 8 hours a week
Starting: as soon as possible
Minimum: 5 months
Deadline: immediately!

Important notice: We can offer internships only to legal residents or citizens of the EU.
Due to the gender and ethnicity balance in the office, we specifically encourage non-European men to apply.

We cover simple lunch and work related travel expenses within The Netherlands. Also volunteers receive in-house training and are fully part of the team in the office.

Applications for the positions or questions should be directed by email vacancy@unoy.org or telephone number +31-703-647799.

Please include a CV and letter stating your motivation and availability. Please include in the subject line which position(s) you are interested in/applying for.

Feel free to contact us for a more detailed description of the intern and volunteer positions!

Detailed description of the intern positions

Trainings Officer

Unpaid Internship
Starting: September 2009
Minimum: 16-24 hours

Tasks

General:

Develop and coordinate UNOY Peacebuilders Dutch Trainings on Conflict Transformation
Ensure that the communication flows between people of different organizations is flows dynamic and effective.
Be willing to support the coordinators of UNOY with other tasks that are urgent.

Specific:

Support the team that works on the development and implementation of the 'Building Peace in Practice' with research assignments, PR and logistical tasks, and report writing. During the training there is the possibility to be involved content-wise as a researcher to the program and as a trainer during teambuilding activities/

The 'Building Peace in Practice' training is scheduled for the 18th and 19th of June, and 2-4 July. This year the 'Building Peace in Practice Training' especially focuses on (African) Diaspora Youth and on Youth workers from Dutch neighbourhoods.

Requirements

- Relevant experience in the field of conflict transformation and peace education
- Last years or degree in Higher education and/or post-graduate studies (preferred)
- Planning, project proposal and report writing and intercultural communication skills (preferred)
- Computer skills
- Fluency in English and preferable also Dutch language skills

- Enthusiasm and commitment
- Flexibility and capability to work independently and in a team
- Age between 20 and 29

It is possible to extend or combine this internship with a second internship assignment that is open, like the Latin American desk officer or the events organiser position.

For more information please contact Marloes van Houten on coordinator@unoy.org or send your application and resume to vacancy@unoy.org

Latin American Desk officer

Unpaid Internship

Part-time (20 hours), based on availability

Minimum five month

Starting in the period of August 2009

Tasks

- Setting up and implementing the Latin American training program on youth participation/ citizenship and peace building (sub topics to be developed by you in coordination with stakeholders).
- Develop project proposal with LA members of UNOY and potential donors.
- Co-ordinate Fundraising efforts for the training.
- Collect resources (toolkits and studies) on topics of training project.
- Additionally the Latin American desk officer:
 - Maintains contacts with UNOY Member organisation in the Latin American Region.
 - Collect resources (toolkits and studies) on topics of interest to UNOY LA members
 - Collect reports and data from LA members on projects they implement.
 - Administrate peace tokens system for LA members, ensure mentioning members in Newsletter, website and other PR opportunities.

Requirements

- Relevant experience in the field of conflict transformation and peace education
- Last years or degree in Higher education and/or post-graduate studies (preferred)
- Planning, project proposal and report writing and intercultural communication skills (preferred)
- Computer skills
- Fluency in English and Spanish
- Enthusiasm and commitment
- Flexibility and capability to work independently and in a team
- Age between 20 and 29

It is possible to extend or combine this internship with a second internship assignment that is open.

For more information please contact Menno Ettema on int.coordinator@unoy.org or send your application and resume to vacancy@unoy.org

Events Organizer

Unpaid Internship

Part-time (24-30 hours), depended on month
September until approximately end of October

Tasks:

Each Year UNOY Peacebuilders organizes the International Day 4 Peace on 21 September.

In 2009 UNOY will cooperate in a shared initiative with other youth peace organizations to commemorate this day in The Hague and Nationally. In 12 cities in The Netherlands Peace negotiations simulation games will be held in schools. The results of these simulation games will be live streamed to a main event held in The Hague. In The Hague a youth event will be organized at a central location which will include live music, debates and information sharing opportunities.

The events organizer will be responsible for assisting in coordinating the nation wide conducted simulation game, including selecting and guiding the facilitators, co-organise the press coverage and the live streaming and reporting of the events.

In The Hague the events organizer will co-develop the afternoon program of The Hague celebrations with youth organizations from The Hague and ensure the participation of Peace organizations during the day. UNOY is one of the two main organizers of the events and therefore the events organizer needs to feel comfortable working with a wide range of groups and people.

Requirements

- Relevant experience or study in the field of social work, events management, cultural program etc.
- Last years or degree in Higher education and/or post-graduate studies (preferred)
- Fluency in English and **DUTCH** is essential
- Enthusiasm and commitment
- Flexibility and capability to work independently and in a team
- Age between 20 and 29
- The job asks for creativity, adventures attitude and flexibility.

For more information please contact Menno Ettema on int.coordinator@unoy.org or send your application and resume to vacancy@unoy.org

African Desk Officer

Unpaid internship

Minimum: 32 hours

Starting: mid-August 2009

Minimum: 5 months (Aug – 31 Dec)

Deadline: immediately

Tasks

Develop, coordinate and lead UNOY Peacebuilders activities in Africa.

Develop and coordinate the African Student Conference held in November 2009 with the topic 'Building Peace in Africa. The role of communication in Conflict Transformation' (contacting lecturers, donors, recruiting participants, organising the outreach activities, coordinating the logistic)

Support the evaluation and reporting of the African Student Conference

Coordinate the preparations and develop of the Euro-Africa project 'Masterpeaces in the Great Lakes Region'.

Ensure that the communication flows among members is dynamic and effective.

Support our African members in the implementation of their projects

Moderate e-groups

Assist in fund-raising activities and in other administrative and secretarial tasks if needed

Requirements

Some relevant experience in the field of peace-building / youth work in Africa

Last years or degree in Higher education and/or post-graduate studies (preferred)

Leadership, planning, project writing and intercultural communication skills (preferred)

Computer skills

Fluency in English and high level of French is a plus.

Enthusiasm and commitment

Flexibility and capability to work independently and in a team

Age between 20 and 29

For more information please contact Marloes van Houten on coordinator@unoy.org or send your application and resume to vacancy@unoy.org

Asian Desk Officer

Unpaid internship

Minimum: 8 hours

Starting: as soon as possible

Minimum: 5 months (August – January)

Deadline: immediately

Task

Develop, coordinate and lead UNOY Peacebuilders activities in Asia.

Ensure that the communication flows among members is dynamic and effective.

Support our Asian members in the implementation of their projects and link them up to increase the cooperation between the members in the region.

Requirements

Some relevant experience in the field of peace-building and youth work in Asia

Last years or degree in Higher education and/or post-graduate studies (preferred)

Leadership, planning, project writing and intercultural communication skills (preferred)

Computer skills

Fluency in English

Enthusiasm and commitment

Flexibility and capability to work independently and in a team

Age between 20 and 29

For more information please contact Marloes van Houten on coordinator@unoy.org or send your application and resume to vacancy@unoy.org

Monitoring & Evaluation officer

Unpaid Internship

Part-time (16 hours), based on availability

Minimum five month, Starting in September

Tasks:

In coordination with the International Steering Group of youth members of the network and the Management Team set up a system of M&E for UNOY Peacebuilders' secretariat work and projects it develops. Projects include international trainings, campaigns and networking between organizations. The M&E officer should conclude the assignment with developing a manual for the staff of UNOY and if possible for the member organizations to ensure the M&E program will be sustainable for the future. The M&E officer is asked to also conduct follow up evaluation of trainings conducted in 2008.

Requirements

- Relevant experience or study in the field of Monitoring and Evaluation, preferable in the peace or development aid field
- Last years or degree in Higher education and/or post-graduate studies (preferred)
- Computer skills
- Fluency in English
- Enthusiasm and commitment
- Flexibility and capability to work independently and in a team
- Age between 20 and 29

It is possible to extend or combine this internship with a second internship assignment that is open.

For more information please contact Menno Ettema on int.coordinator@unoy.org or send your application and resume to vacancy@unoy.org

Web Developer

Unpaid Internship
Part-time or Full-time, based on availability
Minimum ~two month
Starting as soon as possible

As we would like to create a new website we are currently looking for a web-developer who can develop our new website, based on an open source Content Management System and according to a proposal put forward by a graphic designer. This position is suitable for a student who would like to develop our website as part of a degree or is looking for an internship for the spring/ summer. The person should be able to work independently, either from home or in our office, and also be able to design a new website based on the requirements and ideas of the organization.

Tasks

Brainstorm and develop content structure of new website together with the graphic designer and UNOY
Develop UNOY Peacebuilders' new website based on proposal put forward by graphic designer and according to requirements of organisation.
Communicate closely with the project manager of the launch of the new website

Requirements

Experience in working with open source CMS, PHP and MySQL.
Experience in developing websites
Fluency in English
Enthusiasm and commitment
Flexibility and capability to work independently and in a team
Preferably below the age of 35

Graphic Designer/ Desktop Publisher

Unpaid Internship
Part-time or Full-time, based on availability
Minimum 1 month

Tasks

UNOY Peacebuilders will publish 3-4 toolkits (ranging from 10 to 100 pages) on various issues related to youth and peace in 2009-2010. The graphic designer/ Desktop Publisher would work closely with the editor to design the layout of the toolkit(s).

Requirements

Experience in Desktop Publishing/ Graphic Design
Fluency in English
Enthusiasm and commitment
Flexibility and capability to work independently and in a team
Preferably below the age of 35

Database Volunteer

Volunteering

Few hours per month

Starting as soon as possible

We are currently looking for a volunteer who can redevelop and update our existing MS Access database.

Tasks

Redevelop existing database

Update database with new contacts

Update internal database manual

Give basic training to team on how to use UNOY Peacebuilders' Access database

Requirements

Experience with MS Access

Fluency in English

Enthusiasm and commitment

Flexibility and capability to work independently and in a team

Preferably below the age of 35

Archiving volunteer

Volunteering

Few hours per month

Starting as soon as possible

Tasks:

Set up a clear structure for archiving the digital server of UNOY for staff of volunteers of the organisation.

Write an instruction manual for achieving documentation on the server.

Re-archive the server according to the newly developed structure for the server.

Project can be extended with the Library, historical and paper archive of UNOY

Requirements

Fluency in English

Enthusiasm and commitment

Flexibility and capability to work independently and in a team

Preferably below the age of 35

For more information please contact Jayne Falugo on Financial.Coordinator@unoy.org or send your application and resume to vacancy@unoy.org