

## Internship Work Plan/JD

<b>Field Office Partner</b>	Generations For Peace
<b>Intern Supervisor</b>	Jadranka Stikovac Clark, Institute Director Aseel Zahran, Outreach Officer
<b>Intern Role Title</b>	Research Intern
<b>Internship Duration</b>	3 Months
<b>Hours Per Week</b>	35 hours
<b>Location</b>	Lebanon
<b>Start Date</b>	February 2019
<b>Expense</b>	Interns will have all their travel and accommodation expenses covered and will receive a living allowance reimbursement of reasonable out-of-pocket expenses (e.g. Travel & Lunch).
<b>Key Responsibility Tasks</b>	
<p>Generations For Peace is a Jordan-based international non-governmental organisation dedicated to peace building through sustainable conflict transformation at the grass roots, operating in 50 countries in Africa, Asia, the Middle East and Europe. The organisation is looking for an enthusiastic, highly motivated, dynamic Research Intern who will be expected to support delivery of the research project by providing assistance in four critical areas, notably Monitoring and Evaluation (M&amp;E), research, outreach, and administration.</p> <p><b>Key Responsibilities</b></p> <p><u>M&amp;E:</u></p> <ul style="list-style-type: none"> <li>• Assisting in programmatic data collection, aggregation, processing and analysis</li> <li>• Leading on the deployment of quantitative and qualitative Monitoring &amp; Evaluation (M&amp;E) databases</li> </ul> <p><u>Research:</u></p> <ul style="list-style-type: none"> <li>• Supporting research team with development of research project, including data verification and aggregation, identification of problematic areas and gaps in data collection, and analysis of trends</li> <li>• Supporting research team with development of research report</li> </ul> <p><u>Outreach:</u></p> <ul style="list-style-type: none"> <li>• Assisting the Outreach Officer in research project promotion by supporting community of practice outreach strategy</li> <li>• Ensuring GFP's active online presence by developing microsite online content, and writing pieces for pre-identified external platforms and traditional and new media outlets</li> <li>• Contributing to the preparation of the roundtable conferences/fora at which the research project will be promoted</li> </ul> <p><u>Administration:</u></p> <p>Supporting Institute Director with research project administrative tasks, including reporting and information management.</p>	
<b>Personal Specification</b>	

1. A 2:1 degree in Political Sciences, International Relations or other related Social Science degrees, obtained in the last 2 years
2. IT skills proficiency, including Microsoft Office; proficiency in research tools preferred
3. Awareness and knowledge of international affairs, global citizenship and social-political issues within the region
4. Excellent interpersonal skills and the ability to adapt oral and written communication methods and styles to suit the audience
5. An understanding of humanitarian and development work, as well as a commitment to the principles and values that underpin them, including the commitment to improving the lives of those in need regardless of race, political affiliation, gender or belief
6. Personal conduct, integrity and humility that commend the confidence of colleagues, external partners and stakeholders
7. Proactivity and the ability to use initiative to get things done
8. Good teamwork, relational and interpersonal skills, as well as excellent writing and oral skills with the ability to adapt the communication style in order to suit different audiences
9. Commitment to learning and fulfilling the Madad Internship Programme learning objectives

#### **Skills sets developed**

1. Introduction to Aid & Humanitarian Principles
2. An understanding of Generations For Peace work, culture and values
3. Practical Knowledge of the delivering and promoting a research project
4. Improved communication, organization and analytical skills through direct field experience
5. Practical insight and experience through the development and creation of microsite or social media content
6. An understanding and overview of a successful research cycle as result of direct involvement
7. Improved ability of self-reflection and assessment skills through active participation in delivering a published report
8. Ability to manage time effectively and meet deadlines
9. Team work skills attention to details