

## Vacancy Announcement

### FUNDRAISING AND MONITORING, EVALUATION AND LEARNING INTERN (January – July 2022)

Child Rights Connect is looking for a part-time intern (32 hours per week) starting on 17 January 2022 until 17 July 2022.

**\*\*PLEASE NOTE\*\*** To be considered for this internship, candidates must satisfy ALL of the following requirements:

- Be a Swiss citizen, EU citizen with a Swiss guarantor, or already in possession of a Swiss/EU work permit;
- Be an enrolled University student (enrolled in either (a) the last year of an undergraduate/Bachelor programme; or (b) a graduate/Master's programme); and
- Be able to obtain an internship agreement with the enrolled University that allows for you to work 40 hours per week.

Child Rights Connect is the largest global network of child rights organisations, based in Geneva, Switzerland, reaching millions of children in around 185 countries and working to realise the rights of all children in all places through the UN human rights system. Child Rights Connect works to mainstream children's rights and a child rights-based approach throughout the broader UN human rights system. This includes monitoring human rights developments at the UN which may have an impact on children's rights and coordinating children's rights defenders around joint advocacy activities on key priority issues at the UN Human Rights Council. Our work also involves providing children's rights defenders, including children, with capacity-building and technical assistance to help them better promote, implement and monitor the CRC in their countries, through engaging with UN human rights mechanisms including the Committee on the Rights of the Child. You can find out more about our activities and strategic goals in our [Strategic Plan 2020-2024](#).

#### JOB DESCRIPTION

##### *Main responsibility*

Support the work of Child Rights Connect Programme Manager **with a focus on fundraising, monitoring, evaluation and learning (MEL), and reporting**, particularly activities in implementation of Child Rights Connect's 2020-2024 Monitoring and Evaluation (M&E) Plan and 2021 Fundraising Action Plan, as well as the development of the 2021 public annual report and related donor reports.

##### *Main tasks*

##### **Fundraising**

- Undertake research and gather intelligence on new, potentially suitable donors
- Regularly monitor calls for proposal to identify potentially suitable funding opportunities
- Support the development and submission of project proposals
- Assist in developing and/or maintaining fundraising tools (databases, communication materials, etc.)

##### **Monitoring, evaluation, and learning (MEL)**

- Assist in gathering, processing, and analysing data on the level of achievement of outputs and outcomes by the organisation during 2021 (as per the organisational M&E plan)
- Support the development and dissemination of case studies / impact stories
- Assist in regularly updating the status of implementation of the 2022 annual work plan
- Assist in developing / testing specific data collection tools around activities (e.g.; surveys)
- Support the regular recording of lessons learned in the dedicated tool

- Assist in preparation for the external evaluation of Child Rights Connect’s Strategic Plan
- Prepare communications materials and assist in developing and/or maintaining the external communication tools used by Child Rights Connect (website, social media, etc.)

### **Reporting**

- Support the development and submission of donor reports
- Support the development of the 2021 public annual report (see latest example [here](#))

### **Other**

- Administrative support and other tasks, as necessary

## **CANDIDATE PROFILE**

1. A first-level university degree in a relevant field (e.g.; international human rights law, political science, social science, international relations, project management) is preferred or being in the final year of such studies
2. Robust research and analytical skills and sense of attention to details
3. Strong oral and written communication skills. Design skills is a plus
4. Strong organisational skills and ability to prioritise multiple tasks
5. Fluency in **English**. Strong competency in French and Spanish is a plus
6. Strong sense of responsibility, ability to work independently and good teamwork skills
7. Computer literacy including Microsoft office suite. Experience with WordPress, Google Forms, and Infographics creation tools (or willingness to learn) would be strong assets
8. Commitment to children’s rights
9. Understanding of the international human rights framework is a plus

## **CONDITIONS**

A monthly allowance of CHF 960 is provided (Swiss social charges will be deducted from this amount).

It is an in-person Geneva based internship. However, given the COVID-19 situation, flexibility measures regarding working from home will be discussed with the supervisor.

## **APPLICATION PROCESS**

Please send a CV, a letter of motivation, along with a short writing sample by email to: [recruitment@childrightsconnect.org](mailto:recruitment@childrightsconnect.org)

**Important: In the subject of your email, please indicate ‘FUNDRAISING MEL INTERN’**

*Please note that due to the high number of applications, we will not review incomplete applications and only short-listed candidates will be contacted.*

**Deadline:** Applications should be submitted via email by **6 December 2021 at 18:00** (CET time).

**Interviews:** Interviews will take place on 14 December via Zoom.