

## Vacancy Announcement

### PROGRAMME INTERN: CRC Reporting (March 2022 to September 2022)

Child Rights Connect is looking for a full-time programme intern (40 hours per week) starting on 14<sup>th</sup> March 2022 until 13<sup>th</sup> September 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 the Child Rights Connect Programme Team (in particular, 2 Programme Officers and CRC Reporting and Programme Support) **with a focus on activities related to the UN Committee on the Rights of the Child (the Committee) and the engagement of civil society organisations around the pre-sessions and sessions of the Committee.**

##### *Main tasks*

- Monitor the sessions and pre-sessions of the Committee (taking place in May/June) and disseminate information and outputs to relevant stakeholders via the website, email and social media.
- Support the organisation's work in preparation of the sessions and pre-sessions of the Committee, as well as the mobilisation of children's rights defenders for future sessions and pre-sessions.
- Assist in the provision of on-going technical assistance and capacity building to children's rights defenders, including children.
- Prepare communications materials, including regular updates, key information and relevant resources on the CRC reporting cycle and assist in developing tools.
- Assist in monitoring the Committee's elections in June 2022.
- Provide support to Programme Officers in monitoring different dialogues during HRC sessions and child participation activities.

- Support the ongoing update of the resources and the knowledge management of the programme team.
- 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, international relations) is preferred or being in the final year of such studies.
2. Strong organisational skills and ability to prioritise multiple tasks.
3. Fluency in **English and strong competency in French and Spanish.**
4. Strong sense of responsibility and ability to work independently.
5. Good teamwork and communication skills.
6. Computer literacy including Microsoft office suite. Experience with social media, WordPress and Survey Monkey (or willingness to learn) is a plus.
7. Understanding of the international human rights framework and commitment to children's rights would be strong assets.

## CONDITIONS

A monthly allowance of CHF 1,200 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 'Programme Intern: CRC reporting'**

*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 midnight of 31<sup>st</sup> January 2022 (CET time).

**Interviews:** Interviews will take place on 11<sup>th</sup> February 2022 via Zoom.