



ECPAT International Vacancy Notice

Position: Network Development Support Intern - MENA
Location: Bangkok, Thailand
Duration: 6 months
Start date: February 2019

Overall Purpose of the Internship

The ECPAT International internship programme is designed to provide an opportunity to the eligible candidates to contribute to and learn about child protection issues, particularly children's rights to live free of sexual exploitation (SEC). Interns are eligible to participate in the ECPAT International Secretariat activities, while expected to carry out the duties assigned to them under the responsibility of the designated manager.

ECPAT International is the Secretariat office of the global ECPAT Network, with 107 independent member organisations in 95 countries. The Network Development department of the Secretariat is responsible for strengthening the network, capacity building of member organisations and for the coordination of regional action, advocacy and cooperation. ECPAT is currently undertaking a targeted effort to further develop its network across Middle East and North Africa (MENA) in order to put the agenda of ending the sexual exploitation of children onto the agenda of decision makers in the region.

Primary Tasks

Overall support to the Deputy Executive Director/ Network Development and External Relations to implement programme and advocacy related work against SEC across MENA.

Specific Responsibilities include:

1. Support communications between Secretariat and network members in the MENA region.
2. Assist in collecting news from the membership in MENA, updating the information in the membership database and updating of the website, intranet, and social media.
3. Actively research into and identify potential new network members for ECPAT in MENA.
4. Support in the screening process and documenting of membership applications from the region.
5. Assist with the organization of meetings, workshops, capacity building events and project activities.
6. Support in the preparation of internal and donor reports
7. Support in the organisation of team meetings, note taking and follow-ups.

8. Conduct background research and compile information for briefing papers, technical papers, concept notes.
9. Support an ongoing regional research effort led by an external consultant.
10. Prepare (PowerPoint) presentations, handouts, briefing notes etc. for representation, member visits and travel missions
11. Assist with the reports and publications
12. Provide other administrative and network development support as needed.

Qualifications

- Masters degree in international relations, human rights and other social sciences
- Fluency in Arabic. Strong English writing skills. Knowledge of French is a plus
- Ability to synthesize large amounts of information into concise formats.
- Good coordination skills.
- Good knowledge of computer applications including website updates etc.
- Able to work in multi-culture teams
- Ability to work independently and under pressure

INTERNSHIP CONDITIONS

A modest stipend of 15,000 Thai Baht/month (around 450 USD) will be made available to the intern who is not sponsored by any other organization or institution. All other costs related to the internship, i.e., travel, passport, visa and living costs in Bangkok, are to be borne by the intern. The position reports to the Deputy Executive director for Network Development and External Relation.

APPLICATION PROCESS

To apply, please e-mail your CV and cover letter, with your name and the position title in the subject line to vacancy@ecpat.org

For further information on the application process, please visit:

<http://www.ecpat.org/about-ecpat/employment/>

Application deadline: 20 January 2019

Recruitment process and interviews may start earlier if suitable candidates are identified.

ECPAT International is committed to keeping children safe. The selection process reflects our commitment to the safeguarding of children.