



END FGM European Network Internship programme

The END FGM European Network is looking for a dynamic advocacy intern to assist in its EU level advocacy activities.

About the Network

The network is based in Brussels and brings together 16 national organisations working in the field of female genital mutilation (FGM) as a form of violence against women and girls. It offers a platform for organisations and women and girls affected by FGM to engage directly with European decision makers. Their experiences and the expertise of member organisations define and guide the network's calls for European and national political action to end FGM.

Job purpose

The intern is required to work in the Secretariat of the END FGM European Network to assist in the advocacy work of the organisation in line with the strategic plan and vision of the network.

Reports to: The Advocacy Officer

Primary duties and responsibilities

The intern will perform the following:

- Assist in the advocacy action for the implementation of the European Commission Communication on FGM, the Victim's Rights Directive and the EU Asylum Directives and the implementation and ratification of the Council of Europe Convention on VAW (Istanbul Convention), including liaising with individual member state partners and stakeholder groups.
- Assist in monitoring and reporting on the work of the European institutions on FGM, gender-based violence and violence against children
- Provide support to the Secretariat staff by helping to prepare meeting agendas and presentations.
- Assist in the preparation of reports and policy papers, research and related information in relation to advocacy activities of the network
- Assist in the planning of Network events and General Assembly meetings
- Assists in support Network Members in national level advocacy activities coordinated by the Secretariat
- Assist the Administrative and Finance Officer with certain administrative tasks, such as arranging meetings and the organisation of events

Qualifications

- University degree in Political Sciences, Humanities, Social sciences or.

Essential :

- Knowledge of the EU institutions and understanding of EU decision-making
- Experience in policy analysis and development
- Professional fluency in oral and written English, fair knowledge of French (other EU languages would be an asset)
- Exceptional written communication skills
- Ability to use social media in a professional setting

Desirable:

- Understanding of debates on FGM, violence against women (VAWG) and gender issues
- Experience of working in a EU institution or similar previous experience in a EU Network
- Experience in development context

Proficiency in the use of computers for:

- Microsoft Office
- Internet
- Social media (Twitter, Facebook)

Personal characteristics

The intern should demonstrate competence in some or all of the following:

- **Adaptability:** Demonstrate a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.
- **Behave Ethically:** Understand ethical behaviour and business practices, and ensure that own behaviour is consistent with these standards and aligns with the values of the organisation.
- **Build Relationships:** Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organisation.
- **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organisational effectiveness.
- **Organise:** Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities
- **Solve Problems:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

Working Conditions

- The role is required to work 38 hours a week
- This is a fixed-term appointment for six months from approximately beginning of January 2017.
- Contribution to meals and transportation costs and an insurance will be provided.

If you are interested, please apply by sending a motivation letter and CV in English, including references to lsanna@endfgm.eu by the **20th of November 2016, 5pm CET.**