

# GLOBAL SOUTH TALENT POOL

## Terms of Reference Resilience Knowledge Coalition

<b>Position</b>	Operations Intern
<b>Duration</b>	Full time - 6 months
<b>Start date</b>	01 June 2023

**Compensation** : USD 800 per month

### INTRODUCTION

[The Resilience Knowledge Coalition](#) is hosted by the Global Resilience Partnership (GRP) and co-led by the [Climate Development Knowledge Network](#) (CDKN) and the [International Centre for Climate Change and Development](#) (ICCCAD). Our purpose is: *Getting the best knowledge and practice on resilience used to shape policies, plans, and investments to deliver a resilient future.*

### ROLES AND RESPONSIBILITIES

GRP will contract an Operations Intern who will work as part of the GRP Secretariat within the Operations team. The GRP Secretariat is a small, diverse international team that convenes and catalyses actions by the Partners and operates and collaborates virtually, but holds offices in Cape Town, South Africa, and Stockholm, Sweden. The intern will work across both offices. While the position is remote, there is an option for a physical location in Cape Town.

This role is suitable for someone who is structured and reliable, with skills in Excel. This position is best suited for someone who is a team player; performs well in a fast-paced environment; sees creative solutions instead of obstacles; and enjoys creating an order. The tasks include overall administrative and operational support to the whole GRP Secretariat and will work closely with the Operations team, and report to the Administration Officer.

The following is a list of responsibilities that the intern will be required to support. This is not an exhaustive list and some tasks may change depending on need:

1. Support in all areas of logistic requirements
2. Organise, attend, and take minutes at meetings
3. Help to keep track and organise folders and documents including archiving of documents
4. Support in any other tasks as they emerge or are assigned by the team lead

### ASSESSMENT

The candidate will be assessed on the following:

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1. The candidate should have completed a degree in a relevant discipline with 0-2 years of experience and be younger than 35.
2. The candidate should be a national of a country eligible for Official Development Assistance as defined by the OECD-DAC.<sup>1</sup>
3. Proven ability to work with project management.
4. The candidate should have a personal laptop and an internet connection. The candidate will be paid 50 USD (included in the remuneration) as compensation for using their own laptop and internet connection.
5. Interest in and understanding of resilience and international development cooperation.
6. Excellent ability to express themselves in English. Additional languages are an asset.

### TERMS OF CONTRACT

The period of the contract will be for six months, with a one-month probation period as an Independent Contractor. This is a full-time position aimed at gaining professional working experience. This opportunity is **not** aimed at or suitable for students seeking to complete a research project as part of their coursework. Up to 1 day a week can be spent on capacity development (training, research, events). No funding will be provided for these capacity-building activities.

The proposed compensation is **USD 800 (for 6 months) per month**. Other benefits include access to virtual spaces for collaboration, a certificate of completion as well as networking opportunities and alumni groups. The candidate should have a personal laptop and an internet connection, as this will **not** be provided. The candidate will be paid 50 USD (included in the remuneration) as compensation for using their own laptop and internet connection.

No travel is foreseen for this activity. The only exception is where travel fits within specific responsibilities and additional funding is available to cover travel costs. There will be limited opportunities for continuing internally after the end of the assignment. References can be provided to prospective employers based on conduct. A certification letter will be provided upon successful completion of the internship.

GRP strives to be a workplace free from discrimination and with equal opportunities for all.

### LEAD CONTACT

For questions, please contact Linnéa Lundeborg ([llundeborg@globalresiliencepartnership.org](mailto:llundeborg@globalresiliencepartnership.org)). The recruiting process will start from **12th April to 30th April 2023**. To apply, please upload your C.V. (2 pages MAX) and cover letter (1-page MAX) to the [Google form](#). We look forward to receiving your application!

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<https://www.oecd.org/dac/financing-sustainable-development/development-finance-standards/DAC-List-ODA-Recipients-for-reporting-2021-flows.pdf>