



Terms of Reference Operations Intern Global South Talent Pool

Position: Operations Intern
Duration: 5 months
Start date: 1 August, 2024
Compensation: 800 USD/month

INTRODUCTION

The [Global Resilience Partnership \(GRP\)](#) is an inclusive and diverse Partnership of organisations joining forces towards a world where vulnerable people and places are able to thrive in the face of shocks, uncertainty and change. GRP achieves collective impact by adding value to the work of its individual partners through innovation and scaling, shared learning, convening diverse voices, and advancing knowledge.

Recognizing the transformative potential of youth and women in shaping resilient futures, the [Women and Youth Scaling Engagement in Resilience \(WYSER\)](#) Leaders programme, part of Global Resilience Partnership's initiatives, provides targeted support and activities. By scaling the involvement of youth and women across all sectors, WYSER amplifies their voices and integrates their unique insights into resilience-building efforts. By fostering intergenerational collaboration, offering leadership development, and ensuring balanced representation in decision-making, GRP leverages fresh perspectives and innovative solutions for enhanced inclusivity.

As part of its activities, GRP has successfully implemented 3 rounds of the [Global South Talent Pool \(GSTP\)](#), a paid internship programme for graduates and young experts from the Global South. GSTP provides an opportunity for young professionals to gain practical experience, build their skills and knowledge, and connect with a network of like-minded experts from different parts of the world. Through this programme, GRP aims to promote demand-driven expertise and support for young leaders in the Global South. The internship programme includes capacity building, experience exchange, and support for the interns and young experts.

The Operations Internship will aid the organisation's operations team, with the lead/supervisor detailing the role's outcomes and tasks to align with broader operational goals of GRP. Interns will receive guidance and training to enhance operational processes and contribute effectively to the team's success.

The deadline for application is **21 July 2024**.

ROLES AND RESPONSIBILITIES

GRP is contracting an operations intern who will work as part of the GRP Secretariat. The GRP Secretariat is a small, diverse international team that convenes and catalyses actions by the Partners. The intern will be home-based. This internship position will support GRP's operations work and report to the Finance and Administration Officer.

The responsibilities of the operations intern will include:

- Assist in day-to-day administrative tasks within the operations team.
- Support in maintaining and organising office records, documents, and databases.
- Assist in scheduling and coordinating meetings, events, and appointments.
- Aid in drafting and formatting documents, reports, and presentations.
- Assist in financial management tasks such as budget tracking and expense reporting.

ASSESSMENT

The candidate will be assessed on the following:

1. The candidate should have completed a degree in a relevant discipline with 0-3 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.¹
3. The candidate should have a keen interest in non-profit work, along with strong analytical, communication, and technical skills to thrive in an engaging and dynamic environment.
4. The candidate should have a personal laptop and an internet connection. The candidate will be paid 50 USD (included in the remuneration) as a compensation for using their own laptop and internet connection.
5. Adaptive, independent and works well as part of a multi-disciplinary, dispersed and fast-paced team.
6. Interest in and understanding of resilience and international development cooperation.
7. Excellent ability to express themselves in English. Additional languages will be an asset.

TERMS OF CONTRACT

The period of the contract will be for 5 months, with a one-month probation period. 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 course work. Up to 1 day in 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 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 a compensation for using their own laptop and internet connection.

No travel is foreseen for this activity. Interns may be sponsored to attend events virtually where relevant. 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 contractors based on conduct. A certification letter will be provided on successful completion of the internship.

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

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<https://www.oecd.org/dac/financing-sustainable-development/development-finance-standards/DAC-List-of-ODA-Recipients-for-reporting-2024-25-flows.pdf>



LEAD CONTACT

For questions please contact the Finance and Administration Officer, Ivan Preller, ipreller@globalresiliencepartnership.org. Interviews will take place from Mid July. To apply, please upload your C.V. (2 pages MAX) and cover letter (1 page MAX) to this [google form](#).

We look forward to receiving your application! **Apply by 21st July 2024**