



BUDAPEST CENTRE
FOR THE INTERNATIONAL
PREVENTION OF GENOCIDE
AND MASS ATROCITIES

Internship at the Research and Cooperation Department of the Budapest Centre for the International Prevention of Genocide and Mass Atrocities

The Budapest Centre for the International Prevention of Genocide and Mass Atrocities is a non-governmental entity made up of people with technical and political expertise in prevention. It acts as an independent and impartial partner of governments, the United Nations, the European Union and other actors in sensitive circumstances, often characterised by mistrust and politicisation.

The Budapest Centre works to help bridging the gap between early warning and early action in the prevention of genocide and mass atrocities. The Centre produces concrete and practical recommendations to help ensure informed, timely and effective preventive action by the international community helping governments and local diplomacies to understand and interpret early warning signals in order to effectively prevent the escalation of violence that leads to mass atrocities' crimes. The Centre promotes the operation of an integrated early warning and early action-system and the necessary political consensus for timely and efficient action at international, regional and national levels.

The Research and Cooperation Department of the Budapest Centre is currently seeking **two Programme Assistants** to provide researching, cooperation and communication support to the Centre's policy work in genocide and mass atrocities prevention.

The Research and Cooperation Department specifically focuses on supporting the planning activities of the Centre by conducting an in-depth research on the development of a methodology of early warning and early action related to genocide and mass atrocities and enhancement of coherence among International actors. The Programme devotes specific attention to the awareness raising activities, developing capabilities in various regions of the world and enhancing collaboration between the concerned parties of the International Communities in the field of genocide and mass atrocities prevention.

The successful candidates will be well organised, reliable and hard working. They should have experience in organising events, with some knowledge of policy work, and demonstrate a strong commitment to the Budapest Centre's mission of developing preventing strategies and an efficient early warning system to avoid genocides and mass atrocities' crimes to be perpetrated. The initial contract will be for **six months**, with the possibilities of renewal. Interviews will be held on **20 of May 2013**.

Please find the detailed job description and person specification below.

To apply send cover letter and signed CV to: info@budapestcentre.eu not later than **30 of April 2013, 12:00 pm (GMT)**.

Terms and Conditions

The internship at the Research and Cooperation Department of the Budapest Centre for the International Prevention of Genocides and Mass Atrocities will be **unpaid**.

Job description - Research Field

Job Title: **Programme Assistant - Research**

Purpose of Job: to provide researching support to the Centre's policy work in genocide and mass atrocities prevention

Reports to: Director of the Research and Cooperation Department

Location: **Budapest Centre's Rome Research Centre of Excellence**

Duties and Responsibilities:

Research support

- Research and monitor developments in genocide and mass atrocities preventive policies
- Participate in events and meetings of the Centre, including providing input to discussions
- Prepare minutes of the Centre's meetings and conferences
- Provide research support to the Research and Cooperation Department staff members
- Contributing in drafting and reviewing paper works of the Centre
- Prepare clear, succinct text, including for articles and reports on complex policy matters
- Provide a range of administrative support to the Department staff members
- Maintain excellent relations with the Centre members in working groups

Job description - Cooperation and Communication Field

Job Title: **Programme Assistant - Cooperation and Communication**

Purpose of Job: Cooperation and Communication support to the Centre's policy work in genocide and mass atrocities prevention

Reports to: Director of the Research and Cooperation Department

Location: **Non-resident internship**

Duties and Responsibilities:

Cooperation and Communication support

- Manage organisational aspects of the events of the Budapest Centre (plus other affiliated events), including booking venues, liaising with travel agency, supporting participants, organising reimbursements, and preparing background documents
- Network with NGOs and other organisations/individual working on issues of genocides and mass atrocities prevention
- Update the Centre's database and prepare written material for the Budapest Centre newsletters
- Manage the Budapest Centre website, Facebook & Twitter pages and Blog including posting updates
- Attending public meetings and conferences and prepare minutes
- Follow projects of the Centre in cooperation with International Institutions and IGOs
- Fundraising activities
- Write letters to relevant figures of the International Community
- Identify and respond to opportunities to bring the Centre members' expertise into EU policymaking

Person specification:

Education

- MA Degree (or equivalent) in a relevant subject (conflict studies, politics, law, European studies, economics, human rights)
- Professional fluency in English (more languages would be an asset)

Personal qualities

- Reliable and well-organised
- Able to understand and follow instructions
- Able to act on initiative when appropriate and to complete tasks with limited supervision
- Able to work in a small team in a respectful and friendly manner
- Strong commitment to the NGO sector and to the principles underlying the work of the Budapest Centre
- Patient and calm in stressful situations
- Confident, resilient to criticism, and able to deal phlegmatically with people with different opinions

Knowledge and skills

- Understanding of European Union policy-making processes
- Understanding of genocide and mass atrocities prevention strategies (or interest and willingness to learn)
- Inter-cultural communication skills
- Diplomatic skills and the ability to liaise with a range of actors inside and outside of the Budapest Centre
- Good understanding of issues relating to the management of a network
- Strong IT skills

Past work experience preferable