



INTERNATIONAL COMMISSION OF JURISTS

Commission internationale de juristes - Comisión Internacional de Juristas

" dedicated since 1952 to the primacy, coherence and implementation of international law and principles that advance human rights "

June 2011

INTERNSHIP – Development and Donor Relations

The International Commission of Jurists (ICJ) is a worldwide network of judges and lawyers united in affirming international law and rule of law principles that advance human rights. We are currently seeking an intern for 6 months from July 2011 to work for the ICJ's Development and Donor Relations Department, at the Secretariat in Geneva. The Development team is composed of three staff and is responsible for donor relations and fundraising. It is led by a Senior Fundraising Officer, and works in regular cooperation with programmatic and administrative staff at the ICJ.

RESPONSIBILITIES

The intern's duties will include:

1. Maintenance of the ICJ donor database including the consolidation of data;
 - a. Monitoring and updating the donor database;
 - b. Developing the various tools offered by the database;
 - c. Helping in creating basic guidelines for the use of the database by the ICJ staff;
2. Monitoring and evaluation facility: analyze end-user feedback on ICJ activities in the field, aggregate and consolidate into data for reports;
3. Assistance drafting reports, including editing narrative material;
4. Drafting acknowledgment letters;
5. Help in donor-related communications (updates on projects, annual report, newsletter, etc.);
6. Help in providing input to the development sections of the ICJ website;
7. Assistance on donor-related and other ICJ events;
8. Other tasks as needed for project management, donor relations, or fundraising.

QUALIFICATIONS

The successful candidates will have:

- High motivation and interest in fundraising and donor relations;
- A university degree, preferably in business administration, marketing, or related field, and/or
- Demonstrable experience in business administration, marketing, data and/or statistical analysis;
- Proficiency in MS Office, especially Excel, and ability to conduct simple statistical analysis;
- Fluency in English; good knowledge of other languages (Spanish, French, Arabic, Russian, German) will be considered an asset;
- Excellent writing and communication skills;
- Excellent ability to work in a team, according to deadlines, under pressure.

CONDITIONS

Swiss/EU citizenship or residence permit required.

Unfortunately the ICJ is not in a position to offer any financial remuneration to interns. All interns are responsible for all expenses and costs incurred in undertaking an internship with the ICJ. On a discretionary basis the ICJ may offer a lunch allowance. The starting date of the internship is dependent on the receipt of a work permit from the Swiss authorities.

APPLICATIONS

Should be addressed with your resume and a motivation letter to:

Ref: Development and Donor Relations Internship

By email: gisella.reina@icj.org

Or by post: Gisella Reina, International Commission of Jurists, P.O. Box 91, 1211 Geneva 8, Switzerland

Please understand that due to the high volume of applications, only short-listed candidates will be contacted. We cannot answer phone enquiries. Thank you for your understanding.