

Job Description



Job Title:	UN Advocacy and Research Intern		
Cluster:	New York Hub		
Grade & Salary:	USD 1200 per month (stipend)	Contract Type:	Initial 3 Months, Extendable up to 6 Months.
Location:	New York Office		
Reports to:	New York Cluster Lead		
Direct Reports:	None		
Job Role			
Role Overview:	The role holder is responsible, under the supervision of the UN Advisor, for assisting in the implementation of CIVICUS advocacy priorities with various stakeholders. The role will also contribute to network engagement and member support activities, event coordination and logistics, and research related to human rights.		
Areas of Responsibilities	Key Activities		
UN Advocacy and Member Support	<ul style="list-style-type: none"> • Assist CIVICUS' engagement with the Commission on the Status of Women, High Level Political Forum, UN General Assembly and more. • Support the development of oral and written statements and speaking points. • Support CIVICUS' members and partners in their visits and advocacy missions in New York City. • Support HRDs during their stay in New York City by providing information and advice. 		
Event Coordination and Communication	<ul style="list-style-type: none"> • Support in the organization of events as appropriate including logistical arrangements. • Assist the communications team in rolling out timely and effective communication materials. 		
Research and Administration	<ul style="list-style-type: none"> • Assist in human rights and civic space related research including drafting of briefs and summaries. • Support administrative activities related to office management. 		
Other	<ul style="list-style-type: none"> • The role holder will from time to time be required to carry out any other duties including administration-related tasks 		

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Person Specification	
Education, Language & Qualifications	<ul style="list-style-type: none">• A Bachelor's degree or undertaking a Master's Degree in international relations, law, politics, or relevant social sciences.• At least 6 months of relevant work experience in an international policy development or advocacy environment.
Essential Knowledge, skills and Experience	<ul style="list-style-type: none">• Excellent verbal and written communication skills in English.• Excellent IT skills, including experience with MS Office.• Good understanding of international relations and policy making.• Good understanding of the civil society landscape and global politics.• Ability to work in a team and network at with a broad range of external stakeholders from different cultural backgrounds.
Desirable Knowledge, skills and Experience	<ul style="list-style-type: none">• Other languages beneficial• Based in New York City with prior permission to work in USA.