

# Job Description



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|---|---|-----------------------|--|
| <b>Job Title:</b>                                 | <b>Civic Space Research Intern</b>  |                       |  |
| <b>Cluster:</b>                                   | Civic Space Research Cluster  |                       |  |
| <b>Salary:</b>                                    | USD 1200 Per Month (Stipend)  | <b>Contract Type:</b> | Full-Time, 6 Month Internship Contract |
| <b>Location:</b>                                  | Remote  |                       |  |
| <b>Reports to:</b>                                | Civic Space Research Lead   |                       |  |
| <b>Direct Reports:</b>                            | None  |                       |  |
| <b>Job Role</b>                                   |   |                       |  |
| <b>Role Overview:</b>                             | The role aims to support the strengthening of the CIVICUS Monitor’s global research collaboration, in particular, to support the CIVICUS Monitor team ahead of the annual People Power under Attack reports. This includes research, implementation of the Monitor’s civic space incident tool, an analysis tool that aims to record the details of each of the civic space incidents and administrative tasks.                   |                       |  |
| <b>Areas of Responsibilities</b>                  | <b>Key Activities</b>   |                       |  |
| <b>Research and data analysis</b>                 | <ul style="list-style-type: none"> <li>• Support the implementation of the Monitor’s civic space incidents tool</li> <li>• Assist with the data coding of civic space incidents.</li> <li>• Other research- related tasks related to the furtherance of CIVICUS research on civic space ahead of the People Power under Attack report, such as collecting regional case studies, drafting of fact sheets, as assigned.</li> </ul> |                       |  |
| <b>Administration</b>                             | <ul style="list-style-type: none"> <li>• Support the Civic Space Research team in administrative and logistical tasks, such as tasks related to the organisation of workshops and meetings.</li> <li>• Other administrative tasks, as assigned.</li> </ul>  |                       |  |
| <b>Communications</b>                             | <ul style="list-style-type: none"> <li>• Support the team communication strategy and information sharing through social media and other platforms. This could include support with the creation of communication visuals, via designated platforms.</li> </ul>  |                       |  |
| <b>Person Specification</b>                       |   |                       |  |
| <b>Education and Language</b>                     | <ul style="list-style-type: none"> <li>• Completed bachelor’s degree in international relations, political science, or a related field</li> <li>• Excellent written and spoken English.</li> </ul>  |                       |  |
| <b>Essential Knowledge, skills and Experience</b> | <ul style="list-style-type: none"> <li>• Knowledge or experience conducting research on human rights.</li> <li>• An understanding of international human rights frameworks related to fundamental freedoms of association, peaceful assembly and expression.</li> </ul>   |                       |  |

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## Desirable Knowledge, Skills and Experience

- Proficiency in any UN language is desirable