

## Programme and Operations Intern

**Organisation:** ICBL-CMC [www.icblcmc.org](http://www.icblcmc.org)

**Location:** Geneva

**Internship duration:** September – December 2024 (flexible, with possibility of extension)

**Percentage:** part-time (negotiable)

**Deadline for applications:** 21 July 2024

### Job Description:

The ICBL-CMC is currently seeking an enthusiastic and proactive intern to support the ICBL-CMC team in preparation for the [Fifth Review Conference](#) of the Mine Ban Treaty, taking place in Siem Reap, Cambodia from 25 to 29 November 2024. Specifically, the Programme and Operations Intern will provide **administrative, organisational and logistical support**, assisting the team prior and during the Conference by coordinating global campaigners' participation, preparing various materials and organising dedicated events, among others. Additionally, the intern will support the daily activities of the office.

The Programme and Operations Intern will have the unique opportunity of engaging with the ICBL-CMC global network, learning about humanitarian disarmament, and taking part in a high-level Conference. The position is ideal for someone passionate about humanitarian disarmament and interested in gaining hands-on experience in events planning, project management and community engagement.

### Main activities and responsibilities include:

- Support the Project Officer with administrative, organisational and logistical tasks pertaining to the preparation of the Mine Ban Treaty Fifth Review Conference and related events / meetings;
- Coordinate campaigner sponsorship, including preparing and disseminating invitation and visa letters, arranging travel plans, hotel accommodation, and per diems;
- Provide support in the organisation of ICBL-CMC members' side-events, exhibitions and other meetings at the Review Conference;
- Translate or organize the translation of key campaign and organizational documents;
- Draft short summaries of Mine Ban Treaty and Convention on Cluster Munitions related meetings, time permitting;
- Assist the Project Officer with support for the [Investing in Action Programme](#), including by preparing posts for the website and social media, and maintaining a database of the projects;
- Provide on-site logistical support at the Review Conference in Siem Reap, Cambodia;
- Perform any additional tasks, as required.

### **Required education and experience:**

- Currently enrolled in a BA or MA university program in International Relations, Development Studies, Political Science, Economics or other relevant fields.
- Expertise and experience in project management, coordination of events, administration and communication.
- Strong oral and written communication in English with excellent writing and editing skills; knowledge of any other UN language, particularly French and Spanish, is an asset.
- Excellent computer literacy with strong skills in Microsoft Excel and other Office programs, as well as Communications platforms such as Zoom and social media.
- Highly organized, detail-oriented, and punctual, with an ability to handle numerous tasks simultaneously.
- Ability to travel internationally, with strong inter-cultural communication skills.
- Capacity to work independently with minimal supervision, but also able to function well within a team.
- Background knowledge on landmines, cluster munitions, or other humanitarian disarmament issues is a plus.

### **About the ICBL-CMC:**

The ICBL-CMC is a global civil society network dedicated to putting an end to the suffering caused by antipersonnel landmines and cluster munitions. We seek to prevent all use, production, and trade of these weapons, and to ensure stockpiles are destroyed. We call for efficient clearance of all landmines, cluster munitions and explosive remnants of war; and we want to see the fulfilment of victims' rights and needs. To this end we monitor, analyse, and report on the progress of the 1997 Mine Ban Treaty (MBT) and the 2008 Convention on Cluster Munitions (CCM) and advocate for universal adherence to, and implementation of, these conventions.

ICBL-CMC members, including landmine and cluster munition survivors, take action in around 100 countries. We work in an inclusive manner with these member organizations in a coordinated and flexible network supported by a small team of staff and consultants. The ICBL received the Nobel Peace Prize in 1997 for its work to bring about the Mine Ban Treaty.

### **Applications:**

Interested candidates are encouraged to **apply by sending a CV, cover letter** and letter of reference (optional) **by 21 July 2024 to [info@icblcmc.org](mailto:info@icblcmc.org)**.

In the subject line, please write "Programme and Operations Intern".

We thank all applicants for their interest. However, please note that only short-listed candidates will be contacted.