



Terms of Reference and Vacancy Notice

PROGRAM ASSISTANT

Aroha Internship Program

July 2023

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| Role: | Program Assistant (Intern) |
| Function: | Participate in Aroha's internship program and contribute to the work and activities of one or more of Aroha's key projects |
| Aroha Work Area: | Policy Shift |
| Start Date: | 01 September 2023 |
| Duration: | 4 months with flexibility/possibility of extension |
| Place of Work: | Geneva (Switzerland), partially remote with 1 – 2 days in office per week |
| Compensation/Benefits: | CHF 1'000 monthly stipend |
| Occupation Rate: | 80% |
| Supervisor: | Program Officer |
| Contract Type: | Fixed-term staff employment contract for internships |
| Contact/How to Apply: | CV and cover letter to send to applications@aroha.ngo and registration through this form: https://forms.gle/M2Ud26JdGWr978938 |
| Application deadline: | 15 August 2023 |

1. Organizational Context

Aroha was established with its seat in Geneva in 2017 as an independent, international non-profit organization operating worldwide. Aroha aims to avert climate chaos by mobilizing actions towards limiting global warming to 1.5°C, enhancing protection of vulnerable communities and ecosystems, and maximizing benefits of the transition to a climate resilient future. Towards these objectives, Aroha operates in partnership with public and private entities across four principal work domains:

- Policy Shift: Contributing to the development of policies to ensure action consistent with averting climate chaos
- Financing and Implementation: Contributing to the effective financing and supporting the implementation of actions to avert climate chaos, including through the work of the Financial Future Center (FFC), hosted at Aroha
- Communications and Partnerships: Contributing to awareness and understanding and developing and sustaining partnerships vital to averting climate chaos



- Administration: Supporting Aroha's programs in the policy, financing and implementation, and communications and partnerships domains with effective internal finance and administration systems

Aroha's values are cause-obsessed, imaginative, fearlessly independent, team-power and open. Our organization seeks to grow harmoniously by bringing individuals into our team who share the same values.

2. Position Purpose

The purpose of Aroha's Internship Program is to provide an early professional experience for participating students through active engagement in the daily working life of the global programs of a Geneva-based non-profit organization with collaborations worldwide. The Internship Program benefits the work of Aroha for which participating interns are compensated according to a flat-rate monthly stipend.

Under Aroha's Internship Program, the Program Assistant will support the work and fulfillment of the mission of Aroha, as well as one or more of the organization's main work pillars. For this assignment, the Program Assistant's main pillars of focus will be Financing & Implementation/Policy Shift. More specifically, the Program Assistant will support the activities of the Climate Prosperity Plans (CPPs) Program of the Climate Vulnerable Forum (CVF) and Vulnerable Group of 20 (V20), assisting in the development of strategies that seek to maximize the prosperity and well-being of those nations at the forefront of the climate emergency.

3. Reporting Relationships

The named supervisor(s) will direct, supervise and monitor the work of the Program Assistant. Participants in Aroha's internship program are expected to also undertake work autonomously in carrying out tasks within the scope of the duties and responsibilities foreseen for each specific internship assignment. Subject to internal re-organization of Aroha, the supervision arrangement may alter during the course of the internship assignment and the Program Assistant will be duly advised in advance.

4. Duties and Responsibilities

The Program Assistant will specifically support the supervisor's activities related to the development of Climate Prosperity Plans (CPPs). This includes the following tasks:

- Conduct background research, project mapping, and further research tasks as needed for the development of CPPs;
- Draft CPPs-related documents such as templates for planning tools and processes, communications with partners and members, background and explainer documents;



- Support the preparation of country visits by developing briefing packages and supporting logistical arrangements;
- Support partner outreach and coordination for the CPPs including meeting arrangement, minutes, and review of partners' inputs to the CPPs;
- Support the organization of CPP-related events through invitations drafting, logistical support, coordination with Aroha administration colleagues and in-country government partners, among others;
- Support the development and circulation of internal and external updates on CPPs development and implementation.

In addition to CPPs-related tasks, the Program Assistant may from time to time be requested to support CVF/V20 events and activities as needed through research, document preparation, and events logistics, among others.

Other general tasks will include:

- Administration: Provide the administrative support necessary to ensure the effective running of the Program's operations. This can include contracting service providers, managing correspondence, and arranging meetings, among others.
- Activities support: Contribute to the work pillars' activities according to need through the performance of tasks such as document drafting, participation in and reporting on events of interest to the work pillars, desk research, support in the organization of activity-related events, and further tasks as required.

Additionally, the Program Assistant may be requested to perform any other relevant tasks of an organizational or substantive nature as directed by the supervisor according to evolving Aroha programmatic and project needs.

5. Profile

Education/Enrolment Status

- Currently enrolled in relevant studies in a master's level program; holding a relevant master's degree and pursuing an internship as a requirement to start a new program (must be attested by the concerned training institute); or in certain cases, holding a relevant master's degree and pursuing a professional/social reintegration internship falling under a federal or cantonal legal authority. Relevant studies include: International Affairs/Relations, International Development Studies, Public Policy, Human Rights, Environmental Studies, or related fields.
- In line with the internship regulations in effect in the canton of Geneva, student participants shall take part in the internship program as part of their studies, or as a precondition to enter a program. **An agreement shall be signed between the student, the university and**



Aroha, covering the entire duration of the internship. Professional or social reinsertion internships must fall under a federal or cantonal legal authority.

Work Experience

Previous work experience or demonstrated interest in non-profit operations or in sustainable development, climate change and/or environmental protection policy and communication projects. Experience in an international organisation, the non-profit sector and/or working in or with least developed countries is an asset.

Competencies, Skills & Languages

- Proficiency in Microsoft Office programs (especially Word, Excel, and PowerPoint), Google Suite, and Zoom;
- Strong organizational skills, including the ability to identify clear objectives, prioritize effectively, and use time efficiently;
- Excellent interpersonal, oral and written communication skills;
- Ability to work collaboratively with colleagues, as well as individually;
- Ability to work under pressure and meet tight deadlines;
- Native proficiency in English is required, and the ability to communicate professionally in French and/or in a UN language is an asset.

6. Terms and Conditions

The role is subject to Aroha's personnel policy and Code of Conduct in effect. The initial contract duration stated in the Summary section may be subject to extension, although any extension is dependent on work performance, program needs, available finance and other factors. Aroha internships are of a minimum of 2 months in duration and may be extended up to a maximum of 12 months, working on an occupation rate basis of 80%.

Working Hours & Modalities

80% working basis of 32 gross working hours, divided into 4 days of 8 hours (unless otherwise agreed with the Supervisor). Any other working basis is subject to a separate agreement with Aroha.

The Program Assistant (Intern) may generally work 2-3 of the 4 working days remote from home and 1-2 days at Aroha's office (subject to agreement with the Supervisor). The Program Assistant is expected to work during Aroha core business hours of 10am-4pm.

Trial period: The employment arrangement is subject to an initial 2-week trial period, during which time either party may decide to freely discontinue the agreement with 7 days' notice.



Changes to working basis: Aroha may exceptionally approve a reduction in the work basis to 60% or as otherwise approved by Aroha in which case the compensation stipend would be reduced by a corresponding proportion.

Compensation

Under Aroha's internship program a stipend of CHF 1'000 per month is provided (total monthly compensation for an 80% basis).

A contribution to mandatory Swiss / Geneva social security insurances is partially deducted from the stipend amount while Aroha also assumes the cost of a share of these charges over-and- above the stipend amount.

Accommodation & Travel

Participants must also arrange for their own accommodation.

Program Assistants do not normally travel but may be required to conduct work at locations around Geneva outside of Aroha offices. Aroha does not cover transportation-related expenses to / from Geneva for deployment, nor to and from Aroha's office and ordinary places of conference / meetings / operational activities, except for authorized official missions, in which case Aroha's travel policy apply.

Other Requirements

Participants must ensure they have medical insurance valid for Switzerland, as this is not covered by Aroha.

Applicants from nationals from outside European Union (EU) and European Free Trade Association (EFTA) member countries who are not Swiss residents must provide Aroha with proof that the candidate has obtained a grant of at least CHF 1,600 from a university or other organization for the purpose of the internship.

Please note that participation in the Aroha Internship Program does not constitute a promise of subsequent employment at Aroha whether as staff or by way of contract extension or additional contracted services.

How to apply



Aroha is a young and independent non-governmental organization based in Geneva, Switzerland, operating worldwide to avert climate chaos. Through its work with the CVF and V20, it is passionately committed to support countries vulnerable to climate change and facilitate progress towards achieving the goals set out in the Paris Agreement. With this internship, the Program Assistant will get an opportunity to engage in crafting government-led national policies that deliver both economic and environmental benefits to the world's most climate vulnerable nations. Aroha offers an inclusive workplace, flexible working conditions, and the opportunity to form lifelong connections in a young and international environment.

We look forward to hearing from you! To submit your application:

- Please send your CV and cover letter in English, explaining your interest and motivation for this internship position to applications@aroha.ngo by 15 August 2023. The subject of the email should indicate "Application – Program Assistant (Internship) for CPPs"
- In addition, please fill out the following online [form](#).

We respect and value your privacy. All submitted information collected are for the sole purpose of internship appointment at Aroha. It will be seen only by Aroha's personnel responsible for processing your application and will not be forwarded to any third parties.